



Please complete for each reference check done. Provide introductions and give a quick overview of the role to the individual you are obtaining the reference from (using the School Spring advertisement)

1. Can you describe the job responsibilities _____ has?

2. Were/are there any issues you are aware of that impact his/her job performance?

3. Does he/she get along well with the administration and co-workers?

4. Does _____ supervise other employees? How effectively? If I spoke to those employees, how do you think they would describe _____ leadership style? If not, can you speak to how he/she works with adults and if you could see this person in an evaluative role?

5. How does _____ handle conflict? How about pressure? Stress?

6. Do you evaluate _____ performance? Can you speak to his/her strong and weak points? What was noted as needing improvement during this performance review?

7. What was/is _____ biggest accomplishment while working for your school?

8. Would you rehire _____ if the opportunity arose?

9. If I describe the position to you we are hiring him/her for, could you describe how good a fit you think _____ would be for the position?

10. Can you describe his/her experience working as a member of a team? (Discuss what he/she can bring at a school level and at the SU level)

11. How does _____ manage change such as (curricular, governance, change in administration etc.)?

12. How does _____ manage administrative/supervisory challenges?

13. What could _____ offer to this position?

14. Is there anything I haven't asked that you would like to share with me?
