

PEASTER ISD EMPLOYMENT REFERENCE FORM—PROFESSIONAL PERSONNEL

Applicant	
Name	_____
Position	_____
Campus/Dept	_____

Reference	
Name	_____
Position	_____
District/Firm	_____
Phone	_____

Area of Inquiry

1. How are you acquainted with the applicant?

2. Please confirm dates of employment, former job title, and reason for leaving?

3. **(Interviewer):** Describe the position for which the applicant has applied. Then ask the following: Do you think this applicant would be suited to a position of this nature? Why or why not?

4. What were the applicant's limitations?

5. What were the applicant's strengths?

6. What were the applicant's areas needing improvement?

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7. Was the applicant ever disciplined and what were the circumstances?

8. Describe the applicant's relationship with co-workers and district leaders?

9. Was the individual successful in their job?

10. Please describe the applicant's performance on a scale of 1-10 (10 = highest) in the following areas, if applicable:
 - a. Classroom management

 - b. Rapport with students

 - c. Maturity of judgment

 - d. Relationship with parents and the community

 - e. Communication

 - f. Organizational Skills

11. What do I need to be aware of that would ensure I am able to create an environment to help the applicant be successful?

12. Would you rehire this person? Yes No

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13. Who else should I speak to about the applicant that could provide additional insight?

Additional Comments:

Reference Checked By: _____ Date: _____