

PEASTER ISD EMPLOYMENT REFERENCE FORM—SERVICE AND SUPPORT PERSONNEL

Applicant	
Name	_____
Position	_____
Campus/Dept	_____

Reference	
Name	_____
Position	_____
District/Firm	_____
Phone #	_____
Email	_____

**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. In what areas did the applicant need additional assistance or development?
  
7. **(For direct supervisor)** How closely was the applicant’s work supervised and how well would you say he/she responded?

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8. Describe the applicant's relationship with co-workers and supervisors?
9. Please describe the applicant's performance on a scale of 1-10 (10 = highest) in the following areas:
- a. Organizational skills
  - b. Willingness to work hard (self-discipline)
  - c. Attention to detail
  - d. Communication skills
  - e. Dependability
  - f. Attendance
  - g. Rapport with Students
  - h. Rapport with Parents and Community
10. Would you rehire this person?    Yes    No
11. Who else should I speak to about the applicant that could provide additional insight?

**Additional Comments**

Reference Checked By: \_\_\_\_\_ Date: \_\_\_\_\_