

San Mateo Union High School District

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REFERENCE CHECK SHEET - CLASSIFIED

CANDIDATE'S NAME: _____

The employer is responsible for contacting former employers and other persons or agencies for references and other pertinent information to make a prudent hiring decision.

The reference checks seek to verify all information provided by the applicant is accurate and complete; to determine if the employee has the requisite skills, ability and experience to succeed in the position; to identify any possible weaknesses or problems that may arise in the person's performance; and to confirm any required credentials.

Document all calls made to include those you could not reach and those that provided employment history only. This information is necessary to confirm that a thorough reference check process was attempted.

RETURN FORMS TO HUMAN RESOURCES *along with completed references. Thank you.*

Helpful General Directions and Information:

- | | |
|--|--|
| 1. Remember to call former supervisors listed. | 4. Assure your contact all information will be held in strictest confidence. |
| 2. Identify yourself and state purpose of call. | 5. A closing summary statement may elicit further response |
| 3. Briefly outline duties of the position that the candidate will be performing. | 6. Thank the contact. |
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THE CONTACT

CONTACT'S NAME: _____ TITLE: _____
NAME OF BUSINESS: _____ PHONE: _____

CONFIRMATION OF EMPLOYMENT: _____ POSITION: _____

DATES OF EMPLOYMENT: _____ FROM: _____ TO: _____

REASON FOR LEAVING: _____

REFERENCE QUESTIONS: *(responses to be legibly printed)*

What is your work relationship to the candidate?

- Current or former immediate supervisor
 - Supervisor line-of-authority *(how far removed)*
 - Colleague
 - Other *(Personal / Friend / Relative - please specify)* _____
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1. How long did you supervise him/her and how closely did you oversee his/her performance?

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(Continued)

2. Describe the nature of his/her duties and responsibilities.
3. Please identify any work-related strengths of the candidate.
4. How would you rate his/her computer skills? **Fair** **Good** **Excellent**
5. Attention to detail? **Fair** **Good** **Excellent**
6. Attendance and punctuality? **Fair** **Good** **Excellent**
7. Can he/she follow directions independently? **Yes** **No**
Specific Example:
8. Is he/she a self-starter? **Yes** **No**
Specific Example:
9. How would you rate his/her:
Communication skills? **High** **Better than average** **Average**
Written skills? **High** **Better than average** **Average**
10. Is he/she receptive to suggestions, new ideas, change? **Yes** **No**
Specific Example:
11. Do co-workers/clients/customers respect and get along with this him/her? **Yes** **No**
12. Would you rehire this person? **Yes** **No**
13. Do you have anything else you would like to add on behalf of this candidate?

Signature _____

Date _____

*If you would like to sign this form digitally, please download it as a PDF and sign it with Adobe Reader.