



CONFIDENTIAL CANDIDATE REFERENCE CHECK

The candidate has applied for a position in the Great Neck Public Schools and has given your name as a reference. Please furnish the information requested below. All information will be treated with strict confidence.

Candidate: _____ **Position:** _____

Reference Name: _____ **Title:** _____

Reference Employer: _____ **Reference Phone #:** _____

1. How do you know this candidate, and for how long?

2. Have you directly observed and/or supervised the applicant's job performance? ☐ Yes ☐ No

3. How would you describe the candidate's performance in this position?

4. What do you consider the candidate's strengths to be?

5. How would you compare this candidate's performance with others who have held a similar position?

6. What support should we provide the candidate to ensure their success?

7. Rate the candidate in the following areas with **5 being highest and 1 being the lowest**:

Approachability	1	2	3	4	5
Attendance/Punctuality	1	2	3	4	5
Cooperation	1	2	3	4	5
Initiative	1	2	3	4	5
Integrity/Trustworthiness	1	2	3	4	5
Relationships w/People	1	2	3	4	5
Self-Control/Poise	1	2	3	4	5

Team Player	1	2	3	4	5
Work Ethic	1	2	3	4	5
Communication Skills	1	2	3	4	5
Computer/Technological Skills	1	2	3	4	5
Leadership Skills	1	2	3	4	5
Organizational Skills	1	2	3	4	5
Overall Performance	1	2	3	4	5

8. To your knowledge, is there anything regarding the candidate's background which would be of concern relative to their integrity, moral character, or the like? ☐ No ☐ Yes _____

9. Would you employ this applicant if you were responsible for hiring? ☐ Yes ☐ No _____

Please offer any additional comments that would assist us in evaluating this candidate:

Reference Obtained By: _____ **Date:** _____ **Time:** _____