

CONFIDENTIAL TELEPHONE REFERENCE CHECK – CERTIFIED PERSONAL

Candidate's Name: _____ Date: _____

Recommended for: _____ Site: _____

Recommendation received from: _____

Name	Title	Organization	Phone #
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Guidelines to follow:

1. Speak with current/most recent supervisor/administrator
2. State – “We are strongly considering candidate for _____ position
3. Would like to ask several questions re: candidate’s performance
4. Remarks will be kept confidential and not available to candidate
5. Appreciate your candidness and honest appraisal

Particular skills/traits/qualifications

1. Position: _____
2. Dates of employment: _____
3. Reason for leaving: _____
4. Would you tell me a little bit about their performance?

A. Enthusiasm for teaching – dedication – commitment to students – role of teacher

B. Rapport – cooperation with others – team member – positive relationship

C. Knowledge of subject area – instructional process/components (EEI) – meets individual needs of student – assessment/evaluation

D. Organizational skills – preparation – flexibility – innovativeness

E. Classroom management skills – discipline – student control

F. Effective communication skills – empathy toward students – sensitivity- acceptance of others

G. Parent involvement

H. Standards – expectations of students

I. Professionalism – loyalty – responsibility – attitude

J. Attendance – punctuality

5. Major concerns – area of improvement

6. Do you have any reservations about this individual or know other pertinent information that we need to know before considering for employment?

7. With your present knowledge of this individual's performance, would you be willing to employ/re-employ this candidate?

Reference completed by:

Date