



Administrator Telephone Reference Check Form

Candidate's Name:

Position Applied For:

Reference Name:

Title:

Institution:

Relationship to Candidate:

1. How do you know the candidate, and how long have you worked together?

(Please include the context of your professional relationship.)

2. How would you describe the candidate's performance in the following areas? Please provide examples when possible.

A. Instructional and/or Professional Competence

(Can you describe their effectiveness, expertise, classroom or leadership impact?)

B. Planning and Organizational Skills

(Can you describe their time management, follow-through, preparation, and/or systems management?)

C. Initiative and Problem Solving

(Are they self-starters? How do they approach challenges?)

D. Rapport with Colleagues and Stakeholders

(How do they build rapport? What is their communication style? Are they a team player?)

E. Dependability and Attendance

(Are they reliable? What can you tell me about their punctuality and presence?)

3. What were the circumstances of the candidate's departure from your organization?

4. Would you rehire or recommend this candidate for a similar role? Why or why not?

5. Is there anything else you feel is important for us to know about this candidate's job performance or character?

6. How would you summarize your overall impression of the candidate?

(What stands out to you the most about this person professionally?)

Reference Check By:

Signature:

Date:
