

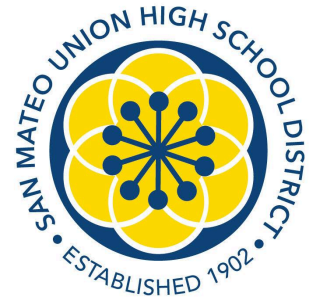
San Mateo Union High School District

Randall Booker, Superintendent

Kirk Black, Ed.D., Deputy Superintendent, Human Resources and Student Services

Yancy Hawkins, CPA, Associate Superintendent Chief Business Officer

Julia Kempkey, Ed.D., Associate Superintendent of Curriculum and Instruction



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

Contact Information

Contact's Name: _____ Title: _____
Name of Business: _____ Phone: _____

Confirmation of Employment

Position(s): _____ Dates of Employment: From _____ To _____
Reason for Leaving: _____

Reference Questions

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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REFERENCE CHECK SHEET - CLASSIFIED (continued)

1. How long did you supervise him/her and how closely did you oversee his/her performance?

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 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: _____