

CONFIDENTIAL

North Kitsap School District
Classified Telephone Reference Check

Candidate _____ Position _____
Person Providing Reference _____ Title _____
Organization _____ Phone () _____

1. Screening check must be done on the final candidate prior to recommendation to Human Resources. All reference checks must be performed uniformly.
2. **Must include their most recent supervisor.**
3. All comments must be legible and complete.
4. Note to caller: If the person declines to answer the reference check questions, ask if he/she would please respond to the following brief statement:

It is the policy of this company/district to only verify basic information such as length of employment, job title, etc.

☐ Yes ☐ No

Period employed from _____ to _____.

Job Title _____

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1. How long and in what capacity have you known the applicant? *Look for: Knows a candidate in a professional or work capacity for at least a six-month period.*
 2. *If not a direct supervisor please ask:* Can you provide the contact information for someone who has directly managed the applicant's daily work?
 3. On a scale of 1 - 10 (with 10 being the highest) how would you rate their overall job performance? Please share your reasons why you give this rating. *Look for: High rating (8-10) with specific examples of strong job performance and consistency.*
 4. On a scale of 1 - 10 (with 10 being the highest) how would you rate the applicant's ability to work with children? *(Or depending on position, other applicable job skills: ability with maintenance skills, custodial skills, etc.)* What is the basis of your rating? *Look for: High rating, strong rapport, patience, positive interaction, and role-appropriate skills.*
 5. On a scale of 1 - 10 (with 10 being the highest) How would you rate the applicant's ability to work as a member of a team? What is the basis of your rating? *Look for: High rating, collaborative attitude, strong communication, and adaptability.*

6. Can you describe the applicant's approach to behavioral management, and how they might handle a highly disruptive student? *(Or, if not working with students: How might they handle a disagreement with a coworker or a challenging situation?) Look for: proactive, positive reinforcement strategies rather than purely punitive measures.*
7. Please identify this candidate's greatest asset as an employee. *Look for: Assets that match specific skills needed for position. Strong interpersonal skills, dependable, flexible, quality worker, team player.*
8. Realizing no one is perfect, please identify any concerns *Look for: No concerns.*
9. On a scale of 1 - 10 (with 10 being the highest) How reliable was this candidate in terms of attendance, punctuality, and meeting responsibilities? *Look for: High rating, reliable,*
10. If this person no longer works for you, what was the reason for leaving, and would you rehire him/her without reservation? *Look for: Positive reason for leaving. Positive response to rehire; any hesitation is a red flag.*
11. Do you know of any reason why the applicant should not be employed to work around students? *Look for: No reasons.*
12. Is there any additional information you would like to share or anything else we should know about to make an informed hiring decision, or anyone else I should speak with? *Look for: No negative comments.*

References checked by _____ Date _____

This information is being gathered solely for the purpose of determining appropriate hiring for the specified position. All responses shall be regarded as confidential and shall not be used for any other purpose.