CONFIDENTIAL

North Kitsap School District

Certificated *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 the 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 name & 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 describe this teacher's overall effectiveness in the classroom? What is your reason for 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 knowledge and application of instructional techniques? Do you have any examples of how they effectively differentiated instruction to meet the needs of different learners or how they use assessment data to inform instruction? *Look for: High rating (8-10) with concrete examples of differentiation and effective use of student assessment data to drive instruction.*

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 an educational team? What is the basis of your rating?*Look for: High rating, collaborative attitude, strong communication, and adaptability.*

6. How would you describe the applicant's approach to classroom behavioral management, and how they may handle a highly disruptive student? *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. 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; <u>any hesitation is a red flag.</u>*

10. Do you know of any reason why the applicant should not be employed to work with students? *Look for: No reasons.*

11. 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.