



REFERENCE CHECKING

Appendix A – Reference Check Form

Effective: January 2022

Candidate		Referee	
Position		Phone Number	

1. How long have you known the candidate?	Less than 1 year <input type="checkbox"/>	1-2 years <input type="checkbox"/>	More than 3 years <input type="checkbox"/>	
2. In what capacity are you acquainted with the candidate?	Supervisory <input type="checkbox"/>	Co-worker <input type="checkbox"/>	Friend <input type="checkbox"/>	Other <input type="checkbox"/>
3. Have you ever formally evaluated the candidate?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Did applicants fulfill the primary responsibilities of the position?				

5. The candidate's knowledge and skills:	Above Average	Average	Below Average	Not Known	N/A
• Creates an environment of respect and rapport					
• Communicates clearly and accurately with all stakeholders					
• Communicates well with parents and/or colleagues					
• How would you rate the applicant's technical skills?					
• Maintains accurate records					
• Shows growth and development professionally					
• Demonstrates professionalism					
• Do they display Effective Time Management Skills					
• Contributes positively to work environment					

6. Please rate the candidate from the perspective of your general, overall view:	Above Average <input type="checkbox"/>	Average <input type="checkbox"/>	Below Average <input type="checkbox"/>	Not Known <input type="checkbox"/>
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7. Willingness to hire this individual:	Without Reservation <input type="checkbox"/>	With Reservation <input type="checkbox"/>	Would Not Hire <input type="checkbox"/>
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8. Knowledge of Inappropriate Conduct or Criminal Action (no pardon)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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9. Additional Comments: (Additional comments on reverse side)

Reference Completed by: _____ Date: _____

All responses will remain confidential.