

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 ☐	1-2 years ☐	More than 3 years ☐	
2. In what capacity are you acquainted with the candidate?	Supervisory ☐	Co-worker ☐	Friend ☐	Other ☐
3. Have you ever formally evaluated the candidate?			Yes ☐	No ☐
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					
• Communicate 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					
• Contribute positively to work environment					

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

Reference Completed by:	Date:
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All responses will remain confidential.