

Reference Check

General use, other than Certified

Location _____

Reference Name _____

Phone Number _____

Date _____

Time _____

Applicant Name _____

What Position did the applicant occupy? _____

Between what dates did you work with the applicant? (or between what dates have you known the applicant's work?)

In what capacity did you work with the applicant?

On a scale of 1-5 please rate the following (1= low, 5= high)

	Low to High					Notes
1. Moral Judgment	1	2	3	4	5	
2. Professional Attitude	1	2	3	4	5	
3. Cooperation	1	2	3	4	5	
4. Emotional Stability	1	2	3	4	5	
5. Time Management	1	2	3	4	5	
6. Knowledge in Field of Work	1	2	3	4	5	
7. Planning and Preparation	1	2	3	4	5	
8. Problem-Solving Skills	1	2	3	4	5	
9. Initiative/Personal Motivation	1	2	3	4	5	
10. Interpersonal Relations	1	2	3	4	5	
11. Acceptable Role Model	1	2	3	4	5	

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On a scale of 1 to 10 (1=low, 10=high), how would you compare the applicant to other employees you have supervised or worked with in similar positions?

If the applicant were to apply/reapply for employment in your district today, would you recommend hire/rehire? Y N

Do you know of any reasons why the applicant should not be employed to work with students?

Can you think of anyone else who would be important to contact before making an employment decision regarding this applicant?