

### Certified Reference Check

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. Teaching ability	1	2	3	4	5	
12. Student Evaluation Skills	1	2	3	4	5	
13. Behavior Management Skills	1	2	3	4	5	
14. Acceptable Role Model	1	2	3	4	5	

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?

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How would you describe this candidate's teaching style?

Describe a time when the candidate faced a significant challenge in the classroom and how she/he worked to overcome the challenge.

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?