

Reference Check Form

CONFIDENTIAL

Reference check for:

1. How long have you known the candidate? less than 1 year 1 to 2 years more than 3 yrs
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. The candidate:	Above Average	Average	Below Average	Not Known
Work with other staff members				
Communicate with parents				
Deal with supervisors				
Work with children				
Act as an effective role model				
Communicate verbally				
Communicate in writing				
Have high expectations for self and others				
Engage in personal professional growth				
Control and maintain discipline in a classroom				
Maintains accurate records				
Get involved in extra-curricular activities				
Accept and grow from professional criticism				
Use multiple teaching strategies				

5. Please rate the candidate from the perspective of your general, overall view:
 Above Average Average Below Average

- | | |
|--|--|
| 6. Willingness to hire this individual:
Without reservation <input type="checkbox"/> With reservation <input type="checkbox"/>
Would not hire <input type="checkbox"/> | 7. Knowledge of Inappropriate Conduct or concerning behavior
Yes <input type="checkbox"/> No <input type="checkbox"/> |
|--|--|

8. Additional Comments: (Additional comments on reverse side)

Reference completed by _____

 Signature: Position/Title Date: