West Sonoma County Union High School District

REFERENCE CHECK OF POTENTIAL EMPLOYEE

Reference Name: _____Title:_____

District/Company:_____Telephone Number:_____

Opening Statement: I am calling in reference to _____ who has applied for the position of _____with our District. It is the intent of our District to hire the best candidate for our position, and therefore I would like to take a few minutes of your time to have you answer some questions in regard to his/her ability to perform the duties of this position. I would like to assure you that all responses to the questions will be kept strictly confidential. First ask the caller: Is this a convenient time for you? If yes, then proceed with reference check. If no, verify a time to return the call.

Questions:

How many years did you work with _____Dates: From_____ to _____

What was the working relationship between the two of you?_____

_____

How does he/she work as part of a team?_____

What are his/her interpersonal strengths/weaknesses?_____

In your opinion, what are his/her greatest skills?_____

Is he/she   _____reliable   _____dependable   _____honest   _____timely   _____fair

If he/she was faced with an issue or problem, how did he/she handle the situation?_____

_____

When providing initial training to this candidate what should we focus on and what kind of support will he/she need to

perform successfully in the job?_____

Did he/she operate within established organizational framework in dealing with issues or problems?_____

_____

Was this person ever the subject of a complaint regarding harassment, abuse, or illegal conduct? If so, please

explain:_____

Would you rehire this person?_____Why/why not?_____

Please document specific concerns received to all of the above questions. If any employer declines to answer any questions, please indicate that on the form. It is important to document all reference calls.

Additional comments:_____

_____

_____

_____   _____   _____
Print Name   Signature   Date

Revised:1/13/2014