

Name of Applicant:

Telephone Reference Check

Name of Referee:	
School District/Organization:	
Position:	
Phone #:	
Date Contacted and By Whom:	

Opening Statement to Referee

_____ has applied for a position (describe context) in RLSD He/she has given us permission to contact references about his/her employment or personal history. Do you have a few minutes to answer some questions regarding (Name of Candidate)?

1. Is this a confidential reference? Yes No

2. How long have you known the applicant and in what capacity?

3. How often did you observe the applicant teaching/interacting with students?

4. What was the reason for this individual leaving your district/company/organization?

Please rate the applicant according to the following scale for the next few questions.

Unsatisfactory 0 points	Developing 1 point	Proficient 2 points	Exemplary 3 points
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5. How would you characterize the applicant's interpersonal skills during interactions with:

- | | | | | |
|-----------------------------------|---|---|---|---|
| <input type="radio"/> Students | 0 | 1 | 2 | 3 |
| <input type="radio"/> Parents | 0 | 1 | 2 | 3 |
| <input type="radio"/> Colleagues | 0 | 1 | 2 | 3 |
| <input type="radio"/> Supervisors | 0 | 1 | 2 | 3 |

Name of Applicant:

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6. How would you characterize this applicant's effectiveness as a teacher?

- | | | | | |
|--|---|---|---|---|
| <input type="radio"/> Planning for instruction | 0 | 1 | 2 | 3 |
| <input type="radio"/> Implementing instruction | 0 | 1 | 2 | 3 |
| <input type="radio"/> Assessment of student progress | 0 | 1 | 2 | 3 |
| <input type="radio"/> Classroom management | 0 | 1 | 2 | 3 |
| <input type="radio"/> Use of technology in instruction | 0 | 1 | 2 | 3 |

7. How would you characterize the applicant's commitment to:

- | | | | | |
|---|---|---|---|---|
| <input type="radio"/> Student success | 0 | 1 | 2 | 3 |
| <input type="radio"/> Parent involvement | 0 | 1 | 2 | 3 |
| <input type="radio"/> Professional growth/reflective practice | 0 | 1 | 2 | 3 |
| <input type="radio"/> Leadership among colleagues | 0 | 1 | 2 | 3 |
| <input type="radio"/> Extra-curricular involvement | 0 | 1 | 2 | 3 |

8. How would you characterize the applicant's work attendance record?

0 1 2 3

9. Compared with other educators you know, how would you rank this applicant as a professional?

0 1 2 3

10. Would you hire/rehire this individual? For example, would you want your child to be taught by this individual?

11. Tell me what area of professional growth you would consider to be important for this applicant.

12. Is there any other information that we should have prior to making our decision about hiring this applicant?
