REFERENCE CHECK QUESTIONNAIRE

<table>
<thead>
<tr>
<th>Applicant’s Name:</th>
<th>Position Applied For:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Reference:</th>
<th>Reference’s Title and Phone Number:</th>
</tr>
</thead>
</table>

| Relationship to Applicant: | |
|-----------------------------||
| Circle One: co-worker, supervisor, friend, subordinate, Other: | |
| Person Completing This Form: | Date of Contact: |

1. How long have you known the applicant? __________________________

2. How long has the applicant worked in your school/organization? __________________________

3. Reason for leaving? __________________________

4. Is the applicant presently under contract? For next year? __________________________

5. Would you summarize what you see as the applicant’s strengths and weaknesses (probe for knowledge base in appropriate content, leadership, analytical skills, ability to create an effective learning environment, maintenance of accurate records, etc.)

6. How would you describe his/her interpersonal skills with respect to working with colleagues, problem-solving and working with diverse individuals?

7. On a scale of 1 to 5 (with 5 being the highest score and 1 being the lowest, how would you rate the candidate on each of the following:

   - Attendance
   - Dependability
   - Willingness to Assume Responsibility
   - Quality of Work (attention to detail, accuracy, etc.)
   - Being a Team Player
   - Building Relationships with Students and Parents
   - Maintaining Confidentiality
8. Have you had the occasion to observe the candidate performing his/her job? If so, can you share what you have observed? (Focus on the Learning Environment, interaction with students, organization, level or preparedness, etc.)

9. How does s/he respond to supervision? Respond to feedback?

10. Is there anything else you would like to add that is important for me to know or that you would have liked to have known before hiring this individual?

11. Would you rehire this candidate?

Signature of Person Conducting the Reference Check: ____________________________