

PRE-EMPLOYMENT REFERENCE CHECK FORM

APPLICANT _____ POSITION _____

COMPANY CONTACTED _____ TELEPHONE _____

PERSON CONTACTED _____ TITLE _____

What was your employment relationship with this applicant? _____

How long did you supervise (work with) this person? _____

What were the applicant's job title and duties _____

How would you compare him/her with others doing this work? _____

Strong points _____

Areas for improvement _____

If I were going to be this person's supervisor, what advice would you have for me to maximize his or her performance on the job?

[Supervisory ability] _____

Describe how he/she got along with people _____

Attendance/punctuality _____

Did this person exhibit any common personality traits that interfered with work performance? _____

Examples _____

Reason for leaving _____

Was he/she ever placed on a Plan of Assistance for Improvement? _____

Was this individual's teaching contract non-renewed or non-extended? _____

Would you re-hire? _____

Position for which best qualified _____

Additional comments _____

Reference checked by _____ Date _____

(Also include reference checks not listed on the candidate's application)

5/10/2020