

General information about reference checking:

- As a courtesy, inform applicants that you will check references and verify that the contact numbers are up to date. Respect their request to refrain from contacting their current supervisor until they are a finalist for the position.
 - **Important Note: Final hiring decisions should be made only after talking with most current supervisor.**
 - Always check with more than one reference before making a recommendation to hire, remembering that the best predictor of future performance is past performance.
 - Discuss options with Human Resources if an applicant has requested that their current supervisor not be contacted.
 - Use the attached set of questions to be asked of all references, based on the requirements for the job. Follow-up questions may be asked, but must be job-related.
 - Certain types of questions are not allowed in a reference check. For example, you can ask if a person had a satisfactory attendance record but may not ask about a person's use of sick leave, medical leave, or worker's compensation. Do not discuss a person's disability, and ignore any information about disability that is offered. If a reference begins to discuss impermissible areas, steer the discussion back to job-related factors.
 - The most valuable information is best elicited with open-ended questions such as: "Describe the applicant's ability to ..."; "Can you give an example of a project s/he was responsible for that required the ability to ..."; "How would you assess his/her ability to perform ...," etc.
 - Be discreet when making calls and do not leave messages with others as to where you are calling from, why you are calling, etc.
 - It is not necessary to advise references of circumstances under which information they provide will be disclosed to the applicant at the outset of the reference check. However, do not promise that information will be kept strictly confidential. Applicants who request information regarding reference checks will be told that it is not our practice to disclose this information. However, applicants who make formal written requests are entitled to copies of your notes from the reference check.
 - Submit the Employment Telephone Reference form to HR with the hiring packet.
-



CERTIFICATED EMPLOYMENT TELEPHONE REFERENCE

Name of Candidate _____ Date _____

Position _____ Location _____

Name of Reference _____ Current Position _____

School/District/Company _____ Reference Completed by _____

Ask all questions 1-11; however, if the reference provides input that is applicable to a question before you ask it, you may skip that question. **Question 14 is required for all candidates.**

***Please speak to the immediate supervisor. Begin with:** *I'm calling you as a reference for (name) who is a candidate for a position with our District. I'd appreciate your candid responses to a few questions.*

1. In what capacity do you know the candidate and for how long? Were you their direct supervisor?
2. What position does (name of candidate) hold with your district and what are his/her specific responsibilities?
3. How would you describe the candidate's effectiveness as a (teacher, administrator, other)?
4. Would you rank him/her in the top 5% of teachers etc. at your school (district)? Why or why not?
5. Describe the candidate's attitude towards his/her job, coworkers, students and supervisors.

12. In what ways has the candidate positively impacted student achievement and/or school culture?

13. Additional Questions from Site/Department (optional).

a. Write question and notes here

b. Write question and notes here

14. REQUIRED- Ask at least one of the following questions:

a. Would you want your son/daughter/grandchild in this teacher's classroom? Why/why not?

b. Would you hire this person for your school/district? If he/she left your district, would you rehire him/her?