



CLASSIFIED EMPLOYMENT TELEPHONE REFERENCE

NOT TO BE USED FOR CERTIFICATED POSITIONS

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.**
 - **If you can't get a reference check, consider another candidate to see if that changes your recommendation for a finalist.**
 - 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.
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Name of Candidate _____ Date _____

Position _____ Location _____

Name of Reference _____ Current Position _____

School/District/Company _____ Reference Completed by _____

***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 did you directly supervise him/her?
2. What position does (name of candidate) hold with your organization and what are his/her specific responsibilities?
3. Can you describe the candidate's ability to successfully complete his/her job duties?
4. How would his/her coworkers and supervisors describe working with him/her?
5. Can you rate the candidate's work production and ability to get things done on a scale of 1 – 10?
6. Describe the candidates attitude towards his/her work, co-workers and supervisors. (add students if position has student contact)
7. What are the candidate's strengths as an employee?
8. What are areas of growth and improvement for him/her?
9. Would you rehire this person for your organization if he/she left?

Additional Questions for classified positions working directly with children

10. Has this candidate worked with children? If yes, what would the children/parents say about this candidate?
11. Would you want your son/daughter/grandchild working with this candidate if they were providing classroom support?