

C O N F I D E N T I A L

South Kitsap School District

CERTIFICATED TELEPHONE REFERENCE CHECK

Candidate _____

Person Providing Reference _____

Organization _____

Considered Position _____

Title _____

Phone _____

GUIDELINES

Reference checks (**minimum of two, at least one should be at the supervisory level**) must be done on the final candidate prior to recommendation to HR. This is your opportunity to thoroughly evaluate and investigate the candidates past job performance.

Note to Caller: If the person declines to answer the reference check questions, ask if he/she would please respond to the following brief statement:

Is it the policy of this company/District to only verify basic information such as length of employment, job title, etc.? Yes No

Period employed from _____ to _____ Job Title _____

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

2. On a scale of 1-5, with 5 being the highest, please rate the candidate on the following questions:

Flexibility:	Planning/Organization skills:	Relationship building with staff, students and parents:
Creativity:	Technical ability in regard to this position:	Communication skills:

3. How would you rate the applicant’s knowledge and application of instructional strategies? What is the basis of your rating?

4. How does this teacher use student assessment data in planning for instruction?

5. Please describe the expectations that this teacher establishes and communicates to his or her students.
6. Have you observed this teacher fostering an atmosphere of high expectations and positive relationships with their students? Have you observed this teacher encouraging an atmosphere of dialogue between teacher and student, and student-to-student to enhance effective learning? Please give examples.
7. Please describe the instructional strategies that this teacher utilizes to address the diverse learning needs, styles, and abilities in his or her classroom.
8. How would you rate the applicant's ability to work as a member of an educational team? Have you observed the applicant developing collegial relationships with fellow staff members for the purposes of improving instruction and student achievement? Please give examples.
9. If this person no longer works for you, what was the reason for leaving, and would you hire him/her again?
10. Do you know of any reason why the applicant should not be employed to work with students? Have he/she ever been evaluated less than satisfactory or been disciplined or investigated for misconduct? If yes, what was the outcome?
11. Is there any additional information about this candidate you would like to share?

References checked by _____ Date _____

This information is being gathered solely for the purpose of determining appropriate hiring for the specified position. All responses shall be regarded as confidential and shall not be used for any other purpose.