



Candidate Name \_\_\_\_\_ Date \_\_\_\_\_

Position Applying for \_\_\_\_\_

Name of Reference/Relationship: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Thank you for taking the time to complete this reference check form. Please provide any information that you believe will help me understand the applicant who listed you as their reference.

1. How do you know the candidate?

2. How many years have you known the candidate?

3. What words would you use to describe the candidate?

4. What was the candidate's position and what were his/her basic job duties?

5. How would you rate the candidate's ability to do the following? [poor, satisfactory or excellent]

- |   |                                  |
|---|----------------------------------|
| • To accept and meet changing work demands?       | • To organize and prioritize?    |
| • To grow professionally within the position?     | • To be dependable and punctual? |
| • To work independently with minimal supervision? | • To meet deadlines?             |

6. From your perspective, how does the candidate get along with colleagues and/or parents? Does she/he understand boundaries and professionalism with colleagues and/or parents?

7. How well does the candidate understand boundaries and professionalism with children?

8. What do you feel are the candidate's strengths?

9. In what areas could the candidate benefit from coaching/monitoring?

10. Would you hire/rehire this person?

11. On a scale from 1-10 (with 10 being the highest), how would you rank this candidate overall (personally, professionally, etc.)?

12. Is there anything else I should take into consideration before I hire this candidate?

Reference Check Completed by:

Date: