

REFERENCE CHECK REPORTING FORM

Candidate's Name: _____	
Desired Position: _____	
Name of Contacted Reference: _____	
Position/Title: _____	Date of Contact: _____
School/Employer: _____	

Do you know why the candidate is leaving his/her current position?
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Relationship with Students: _____
Relationship with Staff: _____
Relationship with Parents: _____

How has the candidate contributed to the school/school system?
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How does the candidate respond to professional growth suggestions?
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Comment on the candidate's ability to implement best practices.

What are the strengths and weaknesses of this candidate?
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Is there anything about this candidate that I didn't ask but should know?
Would you want this candidate to be your child's teacher?
How is the person's attendance? (Number of absences in the last school year.)
How does the person deal with a student who might be "out of control"? Example:
How does this person relate to parents, students, and other staff on a scale of 1 to 5, with 1 being excellent, 3 average, and 5 not well at all.
Other:

Form completed by: _____

Date form completed: _____