

DEPARTMENT OF EDUCATION & EARLY CHILDHOOD DEVELOPMENT
Reference Check Form (Teaching) – CONFIDENTIAL

Reference check for: _____

1. How long have you known the candidate? <1 year 1-2 years + 3 yrs

2. In what capacity are you acquainted with the candidate?
 Other: _____ supervisory co-worker friend

3. Have you ever formally evaluated the candidate? Yes No

| 4. The Candidate: | Above Average | Average | Below Average | Not Known |
|--|---------------|---------|---------------|-----------|
| Work with other staff members | | | | |
| Communicate with parents | | | | |
| Deal with supervisors | | | | |
| Work with children | | | | |
| Act as an effective role model | | | | |
| Communicate verbally | | | | |
| Communicate in writing | | | | |
| Have high expectations for self and others | | | | |
| Engage in personal professional growth | | | | |
| Control and maintain discipline in a classroom | | | | |
| Maintains accurate records | | | | |
| Get involved in extra-curricular activities | | | | |
| Accept and grow from professional criticism | | | | |
| Use multiple teaching strategies | | | | |

5. Please rate the candidate from the perspective of your general, overall view:
 Above Average Average Below Average

| | |
|---|---|
| 6. Willingness to hire this individual: Without reservation <input type="checkbox"/> With Reservation <input type="checkbox"/> Would not hire <input type="checkbox"/> | 7. Knowledge of Inappropriate Conduct or Criminal Action: Yes <input type="checkbox"/> No <input type="checkbox"/> |
|---|---|

8. Additional Comments: (Additional comments on reverse side)

Reference completed by: _____ Phone: _____
 (Please Print)

Signature

Position/Title

Date