

Candidate: _____
Reference Checked By: _____
Name of Reference: _____

Position: _____
Date: _____
Phone: _____

RSU No. 5 Reference Checking – Questions
Prepare one for each reference checked
Three expected - one must be from a current supervisor

_____ has applied for the position of _____. They have used your name as a reference and I'd like to talk with you about him/her.

1. How long have you known him/her and in what capacity? _____

2. Have you ever evaluated him/her?

3. When you think about this person relative to your staff, how does his/her performance rank relative to the rest of your staff? (percentile) Top 10%, 20%, 50% _____

4. What is his/her strongest quality?

5. In any new position there is a learning curve. What areas of support would be helpful to him/her?

6. What would students or others (colleagues, parents) say about him/her?

