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?
7. Tell me about his/her interactions with other staff.

8. How does he/she respond to feedback?

9. How would you rate his/her attendance?

10. What else should I know about this person that I haven’t asked?

11. If you had the opportunity to hire him/her again, would you?

12. Google the person’s name. Anything notable?

This form must be returned to the Superintendent’s Office.

Administrative Procedure Adopted: March 16, 2010
Administrative Procedure Reviewed: February 28, 2012
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