Washougal School District
Classified Applicant Reference Check Form

_____

CANDIDATE NAME POSITION POSTING

_____

NAME OF REFERENCE TITLE

_____ _____

ORGANIZATION TELEPHONE NUMBER

Ask the reference contact the following questions:

How long have you known this person? _____

What was your association with this person? _____

Candidates position and duties within your organization:

_____

_____

_____

Candidate's reason for leaving your organization: _____

Ask the reference to rate the candidate's ability and performance in the following areas on a scale from 1 to 5 (1=Lowest; 5=Highest)

1	2	3	4	5	How would you rate this person's overall knowledge in the _____ position?
1	2	3	4	5	How would you rate this person's attendance and punctuality?
1	2	3	4	5	How would you rate this person's ability to take direction and work independently?
1	2	3	4	5	How would you rate this person's written and oral communication skills?
1	2	3	4	5	How would you rate this person's professional conduct?
1	2	3	4	5	How well does this person interact with diverse needs (e.g., ethnically diverse, socio-economic, special needs)?
1	2	3	4	5	How would you rate this person's collaboration with staff and other key stakeholders?
1	2	3	4	5	How would you describe the candidate's ability to get along with others?

What are the candidate's strengths?

What are the candidate's challenges?

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Please tell me about this person's judgment. Can you share an example?

Describe the candidate's relationship with the school community (students, staff, families).

How would you describe the candidate's work ethic?

Would you consider the candidate dependable? Why or why not?

To your knowledge, does this applicant have any record of discipline, poor conduct, attendance issues, and/or have they ever been investigated for poor conduct or behavior while employed with your organization/district?	Yes/No
Was this applicant ever placed on a plan of improvement, probation or similar status for performance-related issues?	Yes/No
Is there any reason why your organization/district would not rehire this candidate?	Yes/No
Have you been limited in your responses by any direction or agreement?	Yes/No

Please provide an overall assessment of this candidate if you were considering him/her for reemployment:

Hiring Recommendation: (Check One)	**Would Not Recommend** ☐	**Might recommend,** ☐	**Would Recommend** ☐	**Would Highly Recommend** ☐

Do you have anything you wish to add?

_____ _____

PERSON CONDUCTING REFERENCE CHECK **DATE**

Does this information support the application/interview information: _____**YES** _____**NO**

Comments/evidence:

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