

# REFERENCE CHECK LIST CERTIFICATED

Candidates= Name \_\_\_\_\_ Date \_\_\_\_\_

Person Called \_\_\_\_\_

Organization Name \_\_\_\_\_

1. How long have you known the employee?
  
2. Please describe the employee's ability to:
  - a. Teach students
  
  - b. Work with students outside the classroom
  
  - c. Motivate students
  
  - d. Evaluate students
  
  - e. Discipline students
  
  - f. Manage the classroom
  
  - g. Demonstrate knowledge of subject matter
  
  - h. Retain flexibility
  
  - i. Demonstrate organization. Were reports turned in on time? Were they accurate, legible, coherent?
  
3. Please describe the employee's ability to
  - a. work with parents
  - b. work with other staff
  - c. work with a supervisor
  
4. Indicate the employee's strengths as you seen them.
  
5. What areas do you feel might be considered as weakness?
  
6. How would you rate this person's job performance on a scale of 1 – 10, 10 being highest?
  
7. Would you re-employ this person?
  
8. Is there anything else you would like to add?

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date