

# REFERENCE CHECK LIST CLASSIFIED

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

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

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

1. How long have you known the employee?
  
2. Please indicate the employee's strengths, as you see them.
  
3. What areas do you feel might be considered as weaknesses?
  
4. Please describe the employee's appreciation/acceptance of diversities in people?
  
5. Please describe the employee's ability to:
  - a. Work with other staff
  
  - b. Work with a supervisor
  
  - c. Be reliable
  
6. How would you rate this person's job performance on a scale of 1 – 10, 10 being highest?
  
7. Please comment on the employee's attendance record.
  
8. Do you know any reason why this person should not work with students?
  
9. Would you re-employ this person?
  
10. Is there anything else you would like to add?

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date