



Telephone Reference Check

SVVSD Supervisor Checking References: _____

Person called: _____

Position: _____

Telephone number: _____

My name is _____ and I work at _____. I would like to ask you some questions about _____, who has applied for _____ position. Is this a good time to speak with you?

What was your relationship to the applicant?

What were his/her dates of employment?

Do you know of any reason why the applicant should not be employed to work with kids?

How would you compare his/her performance to the performance of others in similar positions?

Is this person open to feedback?

How well did he/she work with other staff and community members?

How well did he/she work with supervisors? To what degree was supervision needed?

Would you please comment on his/her: (Above Average, Average, Below Average, N/A)

- Attendance _____
- Dependability/Reliability _____
- Ability to take on responsibility _____
- Ability to follow instructions _____
- Overall attitude _____
- Quality of work _____
- Initiative _____
- Ability to make difficult decisions _____

Why did he/she leave the position?

Would you re-hire? If no, why not?

Is there anything else you would like to comment on regarding the applicant?