

## TELEPHONE REFERENCE QUESTIONS

Applicant's Name: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Person Contacted: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date: Aug. 2017

Is this the applicant's more recent employer? Yes  NO

Thank you for taking my call. (**Applicant's Name**) is being considered for the position of \_\_\_\_\_ with Edgecombe County Public Schools. (He/She) has indicated that I may ask you for a reference.

1. In what capacity have you known (**the applicant name**) and for how long?

Boss / Mentor - 4 yrs

2. (**Optional, may not apply**) What was the applicant's title and dates of employment with your organization?

2014 - 2017

3. (**Optional, may not apply**) What were his/her duties and responsibilities?

- Supervise middle grades children
- Mentor children
- Work w/ families to build support network

4. What are his/her top strengths?

- personable
- reliable
- likes working w/ kids

5. What are his/her areas for growth/concern

None

6. On a scale of 1 to 10 (1 is poor, 10 is excellent) how would you rate (*the applicant's name*) attitude toward work?

8.5

7. How would you describe (*the applicant's name*) ability to relate to students and parents?

9

8. Do you have any concerns about his/her ability to perform in the position for which we are considering placing him/her in?

None

9. Has this person been investigated for allegations of any sort of misconduct or harassment?

None

10. How strong of a recommendation do you give? (1 – 10 scale)

9

11. Would (*the applicant*) be eligible for rehire? What is/was their reason for leaving your organization?

Yes... sad to lose

12. Is there anything else you think I should know that I didn't ask?

Thank you for taking the time to speak with me.

Reference Check conducted by: \_\_\_\_\_

**Name:** Mr. Casey

**Title:** Principal Resident

**Date:**