

### COMPLETING THE REFERENCE CHECK WORKSHEET

Complete the top portion of the worksheet by clicking in the box and typing in the information. All boxes outlined in "red" are required information.

EM-S ISD REFERENCE CHECK WORKSHEET

**APPLICANT INFORMATION:**  
Applicant Name: [Red Box] [Red Box] [Red Box]  
Position Recommended For: [Red Box]

**EM-S ISD EMPLOYEE CHECKING REFERENCE INFORMATION:**  
Name of Person Checking Reference: [Red Box] Title: [Red Box]  
Campus/Department: [Red Box] Date of Contact: [Red Box]

**EMPLOYER INFORMATION:**  
Name of Business/School District Contacted: [Red Box]  
Person's Name & Title Providing Reference: [Red Box]

**APPLICANT INFORMATION:**  
1. Current employment information.  
Choose one: [Still employed] [Red Box]  
If not currently employed, please describe reason for leaving: [Red Box]

Conduct the reference check by using the questions and choices for numbers 1-9 with your reference. Click on the drop down arrow to view all choices and click on the one you would like to choose.

Person's Name & Title Providing Reference: [Red Box]

**APPLICANT INFORMATION:**

1. Current employment information.  
Choose one: [Still employed] [Red Box]  
If not currently employed, please describe reason for leaving: [Red Box]

2. Met requirements in terms of quality of work in current assignment?  
Choose one: [Exceeded requirements] [Red Box]

3. Relationships with fellow employees and supervisor?  
Choose one: [Outstanding] [Red Box]

4. Attendance?  
Choose one: [Almost never absent] [Red Box]

5. Required close supervision in any area of assigned duties?  
Choose one: [Yes] [Red Box]  
If yes, please explain: [Red Box]

There are a few questions where the answers will require you to provide an explanation. Space has been provided.

6. Would you rehire this person if he/she left and desired to return to your district/company?  
Choose one: [Definitely, no reservations] [Red Box]  
Why? [Red Box]

7. If you had a choice, would you choose to have this individual working with your child?  
Choose one: [Definitely, no reservations] [Red Box]  
Why? [Red Box]

8. Considering all of the employees that you have supervised or worked with that hold a similar title (e.g. teacher, assistant principal, etc.), where would you rank this person in comparison?  
Choose one: [Outstanding-Top 10% of the latent pool] [Red Box]

You will be required to type in your name and date for the reference check worksheet to be complete. You will need to save each form separately using the following file name example: john.doe1 for the first reference check and john.doe2 for the second reference check.

9. Additional Comments/Explanations: (This is where you can ask about specific skills and strengths.) Ask the reference: Is there any other additional information that you would like to provide that may help us to make an employment decision on this person?  
[Red Box]

Administrator Signature Verifies References Checked: [Red Box] Date: [Red Box]