

NORTH MARION SCHOOL EMPLOYEE TELEPHONE REFERENCE FORM

*****Confidential*****

CANDIDATE _____ POSITION _____
Person Making Call _____ Date _____
REFERENCE Name _____ Position _____
Date _____ Relationship to Candidate _____ Phone _____

The above-mentioned candidate has applied for a position in at North Marion Middle School and has given your name as a reference. May I take a few minutes of your time to speak with you regarding this person's qualifications, character, and abilities? Any comments that you make will be held in the strictest confidence.

What was your official relationship to the applicant? _____
How long have you known the applicant? _____

On a scale of 1 to 10 with 10 being the highest, how would you rate this applicant in the following areas:

- Dependability..... 1 2 3 4 5 6 7 8 9 10
- Acceptance of Responsibility..... 1 2 3 4 5 6 7 8 9 10
- Attendance and Punctuality..... 1 2 3 4 5 6 7 8 9 10
- Communication..... 1 2 3 4 5 6 7 8 9 10
- Interpersonal Relationships..... 1 2 3 4 5 6 7 8 9 10
- Judgment..... 1 2 3 4 5 6 7 8 9 10
- Self-Control..... 1 2 3 4 5 6 7 8 9 10
- Problem Solving Skills..... 1 2 3 4 5 6 7 8 9 10
- Acceptance of Criticism..... 1 2 3 4 5 6 7 8 9 10

Given the opportunity, would you reemploy this person?

What would you say are this applicant's greatest strengths?

What would you say are this applicant's greatest weakness?

Is there any reason why this applicant should not be considered for a position at our school?