

TCOE REFERENCE CHECK

Name of Candidate: _____

Name of Reference: _____ Organization: _____

Reference phone #: _____

1. How long have you known the candidate? _____
2. In what capacity have you known this individual? _____
3. Please indicate the candidate's strengths, as you see them.
4. What areas do you feel might be considered as weaknesses?
5. On a scale of 1 to 10 (10 being the highest) how would you rate their overall effectiveness:
 - a. Attendance _____
 - b. Reliability _____
 - c. Flexibility _____
 - d. Work collaboratively with staff _____
 - e. Work with parents (if applicable) _____
 - f. Work with students (if applicable) _____
 - g. Work with supervisor _____
 - h. Completion of duties _____
 - i. Overall job performance _____

Ask only if this is a MANAGEMENT position:

- j. Evaluate staff _____
 - k. Work with staff to improve skills _____
 - l. Work with difficult people _____
 - m. Complete duties in timely manner _____
6. Do you know any reason why this person should not work with students?
7. Would you re-employ this person?
8. Is there anything else you would like to add?

Name: _____

Date: _____