



Teacher Reference Check

(Required for top candidate out of district - submit to HR)

As part of the applicant's pre-employment evaluation, the applicant has authorized the David Douglas School District to check references, obtain information from prior employers, and take other actions to investigate any information relevant to the position for which they have applied for.

Note: If prior employer declines to provide any information or provides limited information, please document.

Applicant: _____ Position: _____

Name of Reference: _____ Role of Reference: _____

Date of Call: _____

Check all that apply: Pre-Interview Post-Interview Second Call

***Ask reference to confirm relevant dates, locations, duties and credentials provided by applicant.**

Questions

1. What do you think of the candidate as a teacher?

2. Can you provide any outstanding examples of the candidate's work? How long have you been familiar with the candidate's work?

3. What are the candidate's strong points?

4. What are the candidate's limitations?

5. What have you observed about this person's instructional skills?

6. What have you observed about this person in the area of classroom management?

7. Does the candidate foster student learning?

8. How would you describe the candidate's work ethic?

9. Describe the candidate's relationship with the school community.

10. Describe this person's relationships with colleagues, parents and students.

11. How does the candidate compare to other teachers/students/student teachers you have worked with?

12. What did the candidate do, if anything, that was unexpected or out of the ordinary?

13. Are there any other references we could contact?

14. Please rate the following on a 1-5 scale (5 being high):

| | Low | | | | | High | Comments, if needed: |
|------------------------------------|-----|---|---|---|---|------|----------------------|
| | 1 | 2 | 3 | 4 | 5 | | |
| Flexibility in dealing with change | 1 | 2 | 3 | 4 | 5 | | |
| Ability to handle stress | 1 | 2 | 3 | 4 | 5 | | |
| Relationships with co-workers | 1 | 2 | 3 | 4 | 5 | | |
| Relationship with supervisor | 1 | 2 | 3 | 4 | 5 | | |
| Overall quality of work | 1 | 2 | 3 | 4 | 5 | | |

15. Candidate's Reason for Leaving: _____

16. Has this person ever had any performance concerns for which corrective action was given, either verbally or in writing? NO YES, Explain: _____

17. Has this person ever been the subject of a substantiated report of child abuse or sexual conduct? NO YES Explain: _____

18. Would you rehire this person without reservation? YES NO MAYBE

19. What advice do you have for us in supporting this person to be successful?

20. Is there anything you would like to add about the candidate?

- Subject matter knowledge

- Pedagogical knowledge

- Track record of student achievement

- Proficiency with instructional materials

Position: _____

Completed By: _____

Date: _____