

San Mateo Union High School District

Kevin Skelly, Ph.D., Superintendent

Kirk Black, Ed.D., Deputy Superintendent Human Resources and Student Services

Yancy Hawkins, CPA, Associate Superintendent Chief Business Officer

Julia Kempkey, Ed.D. Assistant Superintendent of Curriculum and Instruction



REFERENCE CHECK SHEET - CERTIFICATED

CANDIDATE'S NAME: _____

The employer is responsible for contacting former employers and other persons or agencies for references and other pertinent information to make a prudent hiring decision.

The reference checks seek to verify all information provided by the applicant is accurate and complete; to determine if the employee has the requisite skills, ability and experience to succeed in the position; to identify any possible weaknesses or problems that may arise in the person's performance; and to confirm any required credentials.

Document all calls made to include those you could not reach and those that provided employment history only. This information is necessary to confirm that a thorough reference check process was attempted.

RETURN FORMS TO HUMAN RESOURCES *along with completed references.* Thank you.

Helpful General Directions and Information:

- | | |
|--|--|
| 1. Remember to call former supervisors listed. | 4. Assure your contact all information will be held in strictest confidence. |
| 2. Identify yourself and state purpose of call. | 5. A closing summary statement may elicit further response |
| 3. Briefly outline duties of the position that the candidate will be performing. | 6. Thank the contact. |
-

THE CONTACT CONTACT'S NAME: _____ TITLE: _____
NAME OF BUSINESS: _____ PHONE: _____

CONFIRMATION OF EMPLOYMENT: _____ POSITION: _____
DATES OF EMPLOYMENT: _____ FROM: _____ TO: _____
REASON FOR LEAVING: _____

REFERENCE QUESTIONS: (responses to be legibly printed)

What is your work relationship to the candidate?

- Current or former immediate supervisor
 - Supervisor line-of-authority (how far removed)
 - Colleague
 - Other (Personal / Friend / Relative - please specify) _____
-

1. What is his/her employment history with you?
Does he/she have a teaching position in your district next year? _____ Yes _____ No
If not, why not?
COMMENTS:

2. How would you rate him/her in terms of subject matter, preparation and instructional expertise?
Fair Good Excellent

REFERENCE CHECK SHEET - CERTIFICATED
(Continued)

- | | | | |
|----|--------------------------------------|-----|----|
| 3. | Does he/she relate well to students? | Yes | No |
| | parents? | Yes | No |
| | community? | Yes | No |

COMMENTS:

- | | | | |
|----|---|-----|----|
| 4. | Does he/she meet obligations in terms of deadlines, attendance, record keeping? | Yes | No |
| | COMMENTS: | | |

5. What are his/her classroom management skills?

6. Does he/she participate in governance or in student activities outside of class?

7.	Is he/she a person of integrity?	Yes	No
----	----------------------------------	-----	----

8.	Would you hire/rehire him/her?	Yes	No
----	--------------------------------	-----	----

9. Anything else to add?

Signature _____

Date _____

*If you would like to sign this form digitally, please download it as a PDF and sign it with Adobe Reader.