



CONFIDENTIAL CANDIDATE REFERENCE CHECK

The candidate has applied for a position in the Great Neck Public Schools and has given your name as a reference. Please furnish the information requested below. All information will be treated with strict confidence.

Candidate's Name:

Position:

Reference Name:

Title:

Reference Employer:

Reference Phone #:

1. How do you know this candidate, and for how long?
2. Have you directly observed and/or supervised the applicant's job performance? Yes No
3. How would you describe the candidate's performance in this position
4. How would you compare this candidate's performance with others who have held a similar position?
5. What do you consider the candidate's strengths to be?
6. What support should we provide the candidate to ensure his/her success?

7. Rate the candidate in the following areas with **5 being highest and 1 being the lowest:**

Approachability	1-5	Relationships w/People	1-5	Computer/Technological Skills	1-5
Attendance/Punctuality	1-5	Self-Control/Poise	1-5	Leadership Skills	1-5
Cooperation	1-5	Team Player	1-5	Organizational Skills	1-5
Initiative	1-5	Work Ethic	1-5	Overall Performance	1-5
Integrity/Trustworthiness	1-5	Communication Skills	1-5		

8. To your knowledge, is there anything regarding the candidate's background which would be of concern relative to their integrity, moral character, or the like? No Yes
9. Would you employ this applicant if you were responsible for hiring? Yes No

Please offer any additional comments that would assist us in evaluating this candidate:

Reference Obtained By:

Date:

Time: