



Reference Check Protocol²⁹

Candidate's Name:

Reference's Name:

Position:

Organization:

Contact Phone:

Individual Conducting Reference Check:

Position:

Date of Contact:

Hello, my name is [name], and I am [position] at [district name]. Thank you for taking time to talk with me. As I mentioned when I contacted you to set up this meeting, [name of applicant] listed you as a reference for the [position name] position at [name of school]. [Provide a brief overview of the job description and search priorities so the reference will know what the position requires.]

Do you have any questions before we get started?

1. How long and in what capacity have you known the individual?
2. Given the opportunity, would you hire or want to work closely with the candidate again?
3. Can you tell me about how the two of you worked together?
4. What knowledge/skills does this candidate have that will help them succeed in this position?
5. Have you seen the candidate perform a similar role?
6. What is one of this candidate's accomplishments that stands out from when you worked with them?
7. Can you name two or three of this candidate's strengths?
8. What are some areas for growth for this candidate?
9. How would you describe the candidate's work and communication style and how they interact with, manage, and develop others?
10. As I mentioned, we have identified some priority skills we are looking for in candidates for this job. [Explain each of the priority needs and then ask the referrer the following questions]:
 - Priority #1 [provide explanation]: How well could the candidate help the school meet that need and in what ways? What difficulties would the candidate have in meeting the need?
 - Priority #2 [provide explanation]: How well could the candidate help the school meet that need and in what ways? What difficulties would the candidate have in meeting the need?
 - Priority #3 [provide explanation]: How well could the candidate help the school meet that need and in what ways? What difficulties would the candidate have in meeting the need?
11. Based on past performance and performance reviews, what suggestions do you have for their future supervisor?
12. What would be the ideal position for them?

Professional References

Name of Professional Reference	Current Position	Relationship to Candidate	Recommend for Hire by Reference Yes/No	Conversation Highlights (see
Identify Verification				
Credentials Verification				
Qualifications				

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