

WOODVILLE ISD EMPLOYMENT REFERENCE FORM—PROFESSIONAL PERSONNEL

Applicant	
Name	_____
Position	_____
Campus/Dept	_____

Reference	
Name	_____
Position	_____
District/Firm	_____
Phone	_____

1. How are you acquainted with the applicant?
2. What duties were assigned to the applicant?
3. What did you think of his/her overall attitude and performance?
4. What would you describe as the applicant's strongest competency or skill?
5. What competencies or skills does the applicant need to develop further?
6. How would you rate the applicant's attendance and reliability?
7. Please describe the applicant's effectiveness of communication and quality of relationships with:
 - a. Students
 - b. Parents
 - c. Co-workers
 - d. Supervisors
 - e. General Public/Community

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8. Would you describe the applicant as someone who works best with others, as a part of a team, or independently?
9. Please describe the applicants performance in regards to the following:
- a. Classroom Management
 - b. Maturity of Judgement
 - c. Work Ethic
 - d. Initiative/Personal Motivation
10. How would you describe the applicant's response to supervision and feedback?
11. How would you rate the applicant's overall job performance on a scale of 1-10? _____
Please explain any rating lower than a 8:
12. Would you rehire this person? Yes No

Additional Comments

Reference Checked By: _____ Position: _____
(Print Name)

Signature: _____ Date: _____

WOODVILLE ISD—REFERENCE CHECK FOR SERVICE AND SUPPORT PERSONNEL

Applicant	
Name	_____
Position	_____
Campus/Dept	_____

Reference	
Name	_____
Position	_____
District/Firm	_____
Phone	_____

1. How are you acquainted with the applicant?
2. Please confirm dates of employment and former job title?
3. What was their reason for leaving?
4. What duties were assigned to the applicant?
5. Can you tell me about the applicant's overall work performance? Attendance?
6. What would you describe as the applicant's strongest competency or skill?
7. What competencies or skills does the applicant need to develop further?
8. How timely was the applicant in completing assignments and meeting deadlines?
9. Would you describe the applicant as someone who works best with others, as a part of a team, or independently?
10. How would you describe the applicant's response to feedback and supervision?

WOODVILLE ISD—REFERENCE CHECK FOR SERVICE AND SUPPORT PERSONNEL

11. Please describe the applicant's performance in the following areas:

- a. Technical skills

- b. Communication skills

- c. Attention to detail

- d. Work ethic

12. How would you rate the applicant's overall job performance on a scale of 1-10? _____
Please explain any score below an 8:

13. Would you rehire this person? Yes No

Additional Comments

Reference Checked By: _____ Position: _____
(Print Name)

Signature: _____ Date: _____