

## SAMPLE PHONE REFERENCE DOCUMENT

<b>Candidate's Name</b>	
<b>Person Contacted</b>	<b>Title</b>
<b>Company</b>	<b>Telephone #</b>
<b>Relation to candidate /Years known</b>	<b>If possible, confirm dates of employment from resume</b>

1) What position/s does/did the candidate hold and please describe the responsibilities of the position?
2) Please comment on the candidate's <ul style="list-style-type: none"><li>a) Communication skills – verbal and written</li><li>b) Fulfilling professional obligations such as:<ul style="list-style-type: none"><li><input type="checkbox"/> personal appearance/demeanor</li><li><input type="checkbox"/> confidentiality</li><li><input type="checkbox"/> regular attendance, timeliness, reliability</li><li><input type="checkbox"/> ongoing professional development</li></ul></li><li>c) Handling conflicts/difficult situations (with students, parents, colleagues)</li><li>d) Being a team player</li></ul>
3) Name 2 or 3 areas of greatest strength?
4) Name 2 or 3 weak points or areas of opportunity? (Were these areas of development communicated to the candidate? How did s/he respond?)

5) The position for which the candidate is applying is as a Catholic school \_\_\_\_\_.  
(Example: 4<sup>th</sup> grade teacher)

S/he will be required to: \_\_\_\_\_.

Speak to the candidate's performance in the following areas? (important areas specific to the job)  
Teacher example:

- a) Using a variety of creative instructional strategies
- b)
- c)

6) Overall, on a five point scale with 1 being "not recommend" and 5 being "strongly recommend" where you would place him/her? Why?

7) Other thoughts/comments you would like to share?

Interviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_