

# CLASSIFIED PERSONNEL TELEPHONE REFERENCE FORM

## CONFIDENTIAL

CANDIDATE:

\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Date)  
\_\_\_\_\_  
(Position Desired)  
\_\_\_\_\_  
(School)

REFERENCE:

\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Company)  
\_\_\_\_\_  
(Phone)  
\_\_\_\_\_  
(Position)

*The above mentioned individual has applied for a position in the West Fargo School District and has given your name as a reference. May I take a few minutes of your time to speak with you regarding this person's qualifications, character, and abilities?*

AREAS	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	COMMENTS
Knowledge and skills related to the duties of this position					
Management of time and resources					
Cooperation and trustworthiness					
Fulfillment of responsibilities					
Rapport with staff/public					
Ability to work without supervision and meet deadlines					
OVERALL RATING					

What was your official relationship to the applicant? \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

Is there any reason why this applicant should not be seriously considered for this position? \_\_\_\_\_

Given the opportunity, would you re-employ this person without any hesitation? \_\_\_\_\_

Applicant's strengths: \_\_\_\_\_

Applicant's weaknesses: \_\_\_\_\_

May we call you for more details? \_\_\_\_\_

*Thank you for your time and assistance.*

\_\_\_\_\_  
(Person making the reference call)

