

KIRKSVILLE R-II SCHOOL DISTRICT TELEPHONE REFERENCE CHECKLIST

Applicant _____

Position _____

Condition of Certification/Endorsements Certificate Transcripts Personnel Office

1. Reference source (school district, college, employer, etc.) A. Contact name B. Administrative relationship to employee	#1 Reference Phone:				#2 Reference Phone:				#3 Reference Phone:			
2. Length of employment Extent of employment	Year or Semester?				Year or Semester?				Year or Semester?			
	F-T	P-T	Sub		F-T	P-T	Sub		F-T	P-T	Sub	
3. Specific teaching assignment(s) and/or student teaching. A. Quality of instruction B. Relations with students C. Relations with peers D. Relations with parents E. Instruction/curriculum leadership vs. "maintain status quo" F. Added comments on teaching												
	Excel	VG	Fair	Poor	Excel	VG	Fair	Poor	Excel	VG	Fair	Poor
	Excel	VG	Fair	Poor	Excel	VG	Fair	Poor	Excel	VG	Fair	Poor
	Excel	VG	Fair	Poor	Excel	VG	Fair	Poor	Excel	VG	Fair	Poor
	Excel	VG	Fair	Poor	Excel	VG	Fair	Poor	Excel	VG	Fair	Poor
4. Extra Assignments (curriculum, Chair, Club, Coaching, etc.) A. Quality of performance B. Relations with students C. Added comments regarding success in assignment												
	Excel	VG	Fair	Poor	Excel	VG	Fair	Poor	Excel	VG	Fair	Poor
	Excel	VG	Fair	Poor	Excel	VG	Fair	Poor	Excel	VG	Fair	Poor
5. Major strengths as an employee												
6. Major weaknesses as an employee												
7. Initiative to do extra preparation or serve on education committees? (vs. 8:00 - 4:00)												
8. Attendance Record	Seldom Absent	4-5 d/yr	6-7 d/yr	Poor	Seldom Absent	4-5 d/yr	6-7 d/yr	Poor	Seldom Absent	4-5 d/yr	6-7 d/yr	Poor
9. Why did he/she leave your employment?												
10. Would you rehire?	Absolutely Possibly No				Absolutely Possibly No				Absolutely Possibly No			
11. Other specific info needed regarding the position qualifications: Fill in question(s) A. _____ B. _____ C. _____ D. _____												
12. Any unsolicited, positive or negative, comments which impact on the position in question?												

Summary Excellent candidate; contact for interview. Strong possibility; may consider for interview.

While not the strongest candidate for this position, would definitely consider for a position as: _____