

**BACKGROUND/REFERENCE CHECK OUTLINE  
FACULTY**

**Date:**

**Name of Reference:**

**Phone Number:**

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In what context did you know applicant? (Job site as well as relationship: supervisory, co-worker, other)

How long have you known him/her?

*If appropriate, describe the position for which the applicant is applying:* How do you think \_\_\_\_\_ would do in this type of position?

How would you describe him/her as an educator? Tell me what you think he brought to the field of education?

If we were to hire \_\_\_\_\_, what would his/her strengths be and in what ways would they have to be developed?

What do you think his/her students say about him/her, if asked?

What would you say are some of the challenges she/he faced in the classroom? How did he/she handle them?

Can you comment on his/her customer service skills, both to customers and individuals within the organization?

How would you describe the quality of her/his work?

How does she/he react to criticism?

How do you feel \_\_\_\_\_ handles confrontations or difficult individuals?

Have you ever witnessed \_\_\_\_\_ when she/he was mad/angry/upset? What caused this reaction?

Can you tell me anything negative about \_\_\_\_\_ or describe a situation which she/he acted in an inappropriate manner?

Realizing that no one is perfect, please tell me something you feel \_\_\_\_\_ could improve?

Does \_\_\_\_\_ have any professional weaknesses?

Compared to other employees you supervise/work with, how would you rate him/her?

If she/he had applied for a similar position with your organization, would you rehire him/her?

Is there anything else you would like to add?

Is there anyone else you could recommend that I talk to regarding \_\_\_\_\_?

*Thank you for your help. An offer has not been made at this time, so please hold this phone call in confidence.*