

## Classified Confidential Reference Form

Please answer the questions below.

I, \_\_\_\_\_, am an applicant with the Everett Public Schools. Please state frankly your opinion of my abilities on the form below. Thank you for your assistance. I hereby authorize Everett Public Schools to conduct reference checks to obtain information relating to my application of employment with no liability arising therefrom. I am advised that the reference checks may include information on my character, general reputation and personal characteristics as they may relate to my ability to perform the job for which I am applying.

❖ *Indicates required question*

❖ What was your title at the time that you worked with the applicant?

❖ What dates did you work with the applicant?

❖ How long have you known this applicant?

❖ In what capacity did you know this applicant?

❖ Applicant's reason for leaving this position?

**0 – Not observed 1 – Does Not Meet Expectations 2 – Below Expectations 3 – Fully Meets Expectations 4 – Exceeds Expectations**

	0	1	2	3	4	Comment
❖ 1. Uses professional judgment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
❖ 2. Demonstrates professional attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
❖ 3. Maintains a flexible and positive attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
❖ 4. Collaborates with co-workers, administrators and supervisors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
❖ 5. Manages work assignments effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
❖ 6. Understands assigned tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
❖ 7. Demonstrates organizational skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
❖ 8. Exhibits creativity and resourcefulness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
❖ 9. Accepts additional responsibilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
❖ 10. Develops positive relationships with co-workers and supervisors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
❖ 11. Utilizes effective written communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

	0	1	2	3	4	Comment
❖ 12. Utilizes effective oral communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
❖ 13. Develops positive relationships with students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
❖ 14. Demonstrates technological literacy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
❖ 15. Uses sick or personal leave appropriately	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
❖ 16. Demonstrates punctuality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
❖ 17. Exhibits dependability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
❖ 18. Understands/appreciates multicultural and diverse populations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
❖ 19. Displays positive behavior management/discipline strategies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

❖ Areas of strength:

❖ Areas that need improvement:

❖ Has this person ever received a letter of direction or reprimand?

Yes  No  Unknown

If yes, please explain.

❖ Did the employer ever consider taking action to demote, suspend, non-renew, or dismiss the employee?

Yes  No  Unknown

If yes, please explain.

❖ Was this person ever involved in an incident that resulted in injury to a student or co-worker

Yes  No  Unknown

If yes, please explain.

❖ Would you want this person supervising/working with your child or children you know well?

Yes  No

If no, please explain.

❖ If you had an opening in a similar position, would you employ this person?

Yes  No

If no, please explain.

Additional comments:

**Please provide us information about you.**

❖ Name:

❖ Organization name:

❖ Position title:

❖ Phone number:

Email address:

❖ Signature:

❖ Date

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