

**EVERETT PUBLIC SCHOOLS  
HUMAN RESOURCES DEPARTMENT**

<b>ATHLETIC STAFF TELEPHONE REFERENCE CHECK</b>
---

Name of Candidate: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

---

1) How long has/had this person worked for your organization? \_\_\_\_\_

2) In what position does/did this person work? \_\_\_\_\_

3) What was your association with this person? \_\_\_\_\_

---

**SCALE: 1 – 5 (1=Lowest; 5=Highest)    Please select the appropriate number.**

4) How would you rate this person's attendance and punctuality? Please Select

5) How would you rate this person's follow through? Please Select

6) How would you rate this person's interpersonal relationships with students? Please Select

7) How would you rate this person's behavior in being collaborative and a team player with administrators and other coaches? Please Select

8) How would you rate the way this person interacts with parents, players, other coaches and officials? Please Select

9) How would you rate this person's oral and written communication skills? Please Select

10) How well does this person take constructive criticism and apply it? Please Select

11) How well does this person adapt to change? Please Select

12) How would you rate this person's organizational skills? Please Select

13) How would you rate the overall effectiveness of this person? Please Select

---

*Please check the appropriate letter.*

- 14) Is this person perceived as effective when dealing with conflict? ☐Y ☐N
- 15) Does this person work effectively under stress? ☐Y ☐N
- 16) Has this person ever been on a plan of improvement or been cited for performance deficiencies? If yes, please explain: ☐Y ☐N
- 17) Has this person ever been disciplined? If yes, what were the circumstances? ☐Y ☐N
- 18) Is this person currently under investigation, or has this person been under investigation, due to allegations of verbal abuse, physical abuse, or misconduct, including sexual misconduct? If yes, please explain: ☐Y ☐N
- 19) What type of supervision does this person need? ☐Close ☐Moderate ☐Minimal
- 20) Describe how this person interacts with his/her athletes in close, competitive situations.
- 21) Describe how this person interacts with athletes after a narrow defeat.
- 22) What are this person's strengths?
- 23) What are areas this person needs to improve upon?
- 24) What was this person's reason for leaving your employment?
- 25) Would you rehire this person ☐Y ☐N
- 26) Is there anything else you would like to comment upon? ☐Y ☐N
- 
-

Name of Person Conducting Reference Check  
***(Please Print Your Name)***

Date

Revised 6/29/15