

TACOMA PUBLIC SCHOOLS
Human Resources Department

CLASSIFIED
TELEPHONE/WRITTEN REFERENCE INFORMATION

Directions: Please use this form when requesting information from persons given as a reference by the applicant. Before making the request, be sure the applicant has not denied us permission to make contact with his/her references. When making a telephone reference request, please write verbatim responses when possible and indicate any potentially significant pauses. For example, if the question; *“Would you employ this candidate again?”* is met by a long pause, that would be significant and should be noted. If more space is needed, please use the NOTES section to elaborate. Also, if there are any comments that do not seem to fit any of the categories that have been outlined below, please write responses in the “optional comments” section. When all questions have been answered, please tally the scores and enter the total in the space provided.

Applicant	Date
Person (Employer) Contacted	Job Title
Telephone:	City: State:
Relationship to Applicant	
Organization	
Position Held by Applicant	From: To:

On a scale of 1 to 5, with, “5” being the highest, how would you rate the applicant’s performance in the following categories. If you rate the applicant lower than “3” in any category, please give an explanation of why?

1. Dependability, attendance, punctuality, and good character	
2. Quality of Work	
3. Quantity of Work	
4. Ability to follow directions	
5. Ability to communicate and relate effectively to co-workers and the public; interpersonal skills	
6. Ability to work under pressure and exercise sound judgment	
7. Ability to complete tasks within assigned time period and meet short deadlines	

8. Planning and organizational skills	
9. Does the applicant have the technical knowledge skills to perform in his/her current work assignment?	
10. Has the applicant to your knowledge, ever been dismissed or requested to resign from a position? If yes, please explain why.	Yes _____ No _____
11. If applicant is no longer working for your firm, is applicant eligible for rehire? What was his/her reason for leaving? If no longer eligible, please explain why.	Yes _____ No _____
12. Would you recommend that this applicant be employed to work in an environment with children? If no, why?	Yes _____ No _____
13. Does the applicant have a working knowledge of technology, e.g., software, applications, e-mail, MS Office, Word, PDAs, etc.?	Yes _____ No _____
Additional comments regarding the applicant:	

Total Score /45

Caller _____ Date _____

NOTES: