

Huntington Union Free School District

Office of Human Resources

TELEPHONE REFERENCE FORM Administrative Personnel

CANDIDATE:

(Name)

(Position)

(School)

(Phone)

REFERENCE:

(Name)

(Position)

(School)

(Phone)

(Above-mentioned individual) has applied for a position in the Huntington School District and has given your name as a reference. May I take a few minutes of your time to speak with you regarding this person's qualifications, character, and abilities?

What was your official relationship to the applicant? _____

How long have you known the applicant? _____

AREAS	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	COMMENTS
Leadership Skills					
Organizational & Administrative Skills					
Knowledge of Curriculum & Instruction					
Personnel Management Skills					
Rapport with students, staff, parents					
Fulfillment of Responsibilities					
OVERALL RATING					

Did the applicant have tenure in your district (if applicable)? _____

Is there any reason why this applicant should not be seriously considered for a position? _____

Given the opportunity, would you re-employ this person without any hesitation? _____

Applicant's strengths: _____

Applicant's weaknesses: _____

May we call you for more details? _____

Thank you for your time and assistance.

Administrator making the reference call: _____ Date: _____