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? _________________________________________________________________________

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<thead>
<tr>
<th>AREAS</th>
<th>EXCELLENT</th>
<th>ABOVE AVERAGE</th>
<th>AVERAGE</th>
<th>BELOW AVERAGE</th>
<th>COMMENTS</th>
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<tbody>
<tr>
<td>Leadership Skills</td>
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<td>Organizational &amp; Administrative Skills</td>
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<td>Knowledge of Curriculum &amp; Instruction</td>
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<td>Personnel Management Skills</td>
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<td>Rapport with students, staff, parents</td>
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<td>Fulfillment of Responsibilities</td>
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<td>OVERALL RATING</td>
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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: __________________

Recruitment/Telephone Reference Form - Administrative