Huntington Union Free School District
Office of Human Resources

TELEPHONE REFERENCE FORM
Non Instructional Personnel

CANDIDATE: ________________________________________________________________
(Name)

(Position)

(School)

(Phone)

REFERENCE: ______________________________________________________________
(Name)

(Position)

(Company)

(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>Knowledge and skills related to the duties of this position</td>
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<td>Management of time and resources</td>
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<td>Cooperation and trustworthiness</td>
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<td>Fulfillment of responsibilities</td>
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<td>Rapport with staff/public</td>
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<td>Ability making deadlines and working w/o supervision</td>
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<td>OVERALL RATING</td>
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</table>

Is there any reason why this applicant should not be seriously considered for this 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: ____________

Forms/Telephone Reference Form – Non Instructional