

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? _____

AREAS	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	COMMENTS
Knowledge and skills related to the duties of this position					
Management of time and resources					
Cooperation and trustworthiness					
Fulfillment of responsibilities					
Rapport with staff/public					
Ability making deadlines and working w/o supervision					
OVERALL RATING					

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: _____