

## **Confidential Reference Check**

**Name of Applicant:**

**Name of Reference:**

**Relationship to Applicant:**

**Phone Number:**

- 1. How long, and in what capacity have you known this individual?**
  
- 2. On a scale of 1 (Low) to 10 (High), how would you rate his/her job performance?**
  
- 3. On a scale of 1 to 10, how would you rate this person's interpersonal skills?**
  
- 4. In your opinion, what is this person's greatest strength? Weakness?**
  
- 5. How does this individual interact with children? Would you be comfortable with this individual working with children?**
  
- 6. Please describe this person's work habits and attitude on the job.**
  
- 7. Has this person ever been on a plan of improvement for performance or on probation, or have you had any concerns with their work performance?**

**8. If given the opportunity, would you hire this person again?**

**9. Is there anything else about this applicant that you think we should know? Is there anyone else I should speak with in regards to this person?**

**References Checked By:**

**Date:**