Kalispell Public Schools

Reference Check Questions:

This form is intended to be used as a guide when checking references. In addition to the general questions below, please feel free to ask specific questions relating to knowledge, skills and ability required for the position. The District recommends that you not only call the references listed but that you contact past employers as well. **Reference checks are required for any external candidate.**

**General Conduct Questions:**

* Could you confirm starting and ending employment dates?
* Why did they leave the company? Are they eligible for rehire?
* What do you consider to be their top three strengths? What do you think are three areas of weakness?
* How would you rate this person in the following areas, 10 being exceptional:
  + Attendance
  + Tardiness
  + Team player
  + Positive Attitude
  + Attention to detail
  + Getting along with others
  + Ability to handle conflict and stress
  + Ability to accept feedback
  + Overall satisfaction as an employee
* Were there any issues you are aware of that impacted her/his job performance?
* Is there anything I haven't asked that you would suggest I should ask?