

APPENDIX H
Hiring Manager – Reference Check Form

Telephone Reference Contact

INSTRUCTIONS This form is to be used by Hiring Managers to record responses to questions regarding a reference check for job applicants. (Suggested questions are included, these are suggested not required.) It is recommended that faculty positions inquire more deeply about subject matter expertise and ability to interact effectively with students. Choose approximately six to eight questions to ask.

Applicant's Name:	Date:
University/Company Contacted:	Reference's Name:
Hiring Manager:	Reference's Title:

Script: Thank you for taking my call. < Applicant> is a finalist for a position with Maine Maritime Academy as a <position title> and has listed you as a reference or previous employer. Do you have time to answer some questions about <applicant>?

In what capacity have you known <applicant>? And for how long? Can you provide examples of <applicant's> work?
What was <applicant's> title, and dates of employment with your organization?
How would you describe <applicant's> work ethic?
How would you describe <applicant's> interpersonal relationships and ability to communicate?
What are <applicant's> strong points?
Have you perceived any weaknesses in work performance?
Is there anything else you can tell me about <applicant's> work performance or behavior?

What do you think of <applicant> as a teacher?

Have you observed applicant's classroom management?

Does the applicant foster student learning?

What did the applicant do, if anything, that was unexpected or out of the ordinary?

Have you observed this applicant's instructional skills?

Rate on a 1-5 scale (5 being high):

Flexibility in dealing with change: ___ 1, ___ 2, ___ 3, ___ 4, ___ 5

Ability to handle stress: ___ 1, ___ 2, ___ 3, ___ 4, ___ 5

Relationships with co-workers: ___ 1, ___ 2, ___ 3, ___ 4, ___ 5

Relationship with supervisor: ___ 1, ___ 2, ___ 3, ___ 4, ___ 5

Overall quality of work: ___ 1, ___ 2, ___ 3, ___ 4, ___ 5

Subject matter knowledge?

Pedagogical knowledge?

Track record of student achievement?

Proficiency with instructional materials?

Are there any other references we should contact?

What was his/her stated reason for leaving?

Is <applicant> eligible for re-hire with your organization?