CENTRAL POINT SCHOOL DISTRICT 6
CENTRAL POINT · GOLD HILL · SAMS VALLEY

EMPLOYEE REFERENCE CHECK SUMMARY

Candidate Name _____ Date _____

Position Interviewing For _____

If the reference answers "Yes" to any of the questions below, please ask for an explanation and record their response.

A. Reference Name/Phone _____

Position and School/Company _____

Was this reference provided to us by the candidate? Yes _____ No _____

	Question	Yes	No
1	How long have you known the candidate and in what capacity?		
2	Has this person ever been on a Plan of Assistance?		
3	Has this person ever been disciplined regarding significant work related misconduct?		
4	Has this person ever been verbally warned or reprimanded?		
5	Has any of the above occurred and by agreement with this person not been put in the personnel file?		
6	Is this person currently the subject of any uncompleted investigation of work related misconduct?		
7	Would you have any reservations about rehiring this person?		
8	Compared to other employees would you rank this person in the: Bottom 1/3 _____ Middle 1/3 _____ Top 1/3 _____		
9	Additional Comments: (Strengths, Weaknesses, ect…)		

Person Checking References _____ Date _____