



Instructional Telephone/Email Reference Form

CANDIDATE:

REFERENCE:

Name:	Name:
Date:	Date:
Position:	Position:
School:	School:

This individual has applied for a position with the ONC BOCES 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 is or was your relationship to the applicant?
How long have you known the applicant?
Did the applicant have tenure in your district (if applicable)?
What were his/her major responsibilities while under your employment?

ABILITIES	Exceptional	Average	Unacceptable
	5	4	3
	2	1	
Curriculum and Instruction			
Classroom organization and management			
Ability to meet needs of diverse learners			
Professionalism			
Rapport with students, staff and parents			
Absenteeism & punctuality			
Overall Rating			

Significant strengths/weaknesses:
What else can you tell me that will help our decision whether or not to employ?
Given the opportunity, would you re-employ this person without any hesitation?
Name of person making reference call:

