

**SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF HUMAN RESOURCES
Division of Recruitment and Selection
Welcome Center, Suite 111
440 N. Broad Street
Philadelphia, Pennsylvania 19130**

REFERENCE CHECK LIST

Name of Applicant _____ Position _____

Social Security Number XXX – XX - _____

The person named has applied for a position in the School District of Philadelphia and has listed you as a reference. Your evaluation will be a service to this office, the applicant and the children in our system. Please note that your evaluation will NOT be shared with the applicant. Please complete the following information and return it to the above address as quickly as possible. Thank You.

QUALITIES	Excellent	Good	Average	Fair	Poor	Not Applicable
Demonstrates competency in subject matter						
Demonstrates effective teaching strategies						
Maintains appropriate classroom management and discipline						
Relates to students in an appropriate manner						
Exhibits initiative						
Professional judgment						
Written communication skills						
Verbal communication skills						
Cooperation and Dependability						
Attendance and Punctuality						
Interpersonal Skills						
Overall Evaluation						

Additional comments regarding the abilities, performance, and/or attitude of this applicant.

What is/was your association with applicant? _____

Organization Name and Address _____

Would you rehire this applicant? Yes _____ No _____

Signature

Print or Type Name

Position Title

Date

In case we need to contact you regarding this evaluation, please provide the following information:

Telephone Number

E-mail address