

AURORA PUBLIC Schools
Division of Human Resources
Non-Licensed Administrative Reference Call Questions

Date:

Applicant Name:	Person Providing Information Name: Position/Title/Business Name: Relationship to Applicant & Date Last Worked w/ Applicant:
Position & Location Applying for:	Information Obtained by:
<p>Colorado Revised Statute 22-32-109.7 requires school districts to contact former employers of applicants for teaching positions in the public schools to obtain information or recommendations which may be relevant to an applicant's fitness for employment. The above referenced statute [specifically 22-32-109.7 (4)] also provides that any information received from previous employers shall be confidential information."</p>	
<p>1. Human Relations Skills Describe the candidate's ability to communicate with the central office, parents, staff, etc.</p>	
<p>2. Sensitivity Describe candidate's ability to resolve conflict. Does he/she see the needs and concerns of others? Is he/she tactful?</p>	
<p>3. Judgment Does the candidate reach logical conclusions? Does he/she make high quality decisions? Does he/she set priorities?</p>	
<p>4. Oral Communication Can the candidate make a clear presentation of facts?</p>	
<p>5. Written Communication Can the candidate express ideas clearly in writing for different audiences?</p>	
<p>6. Loyalty, Conscientious Describe the candidate's ability to work with his/her immediate supervisor and colleagues.</p>	
<p>7. Leadership Skills Describe the candidate's ability to get others involved in solving problems and guiding them to accomplishment.</p>	
<p>8. Problem Analysis Describe the candidate's ability to seek out relevant data and analyze complex information.</p>	

<p>9. Ability to Manage Conflict Describe the candidate's ability to identify a problem and alternative solutions. Describe his/her listening ability.</p>	
<p>10. Works Under Pressure Describe the candidate's ability to handle stress.</p>	
<p>11. Organizational Skills Describe the candidate's planning, prioritizing and time management skills. Does he/she follow through?</p>	
<p>12. Personal Motivation Is the candidate achievement oriented? Describe his/her work ethic.</p>	
<p>13. Special Strengths What is a particular strength for the candidate?</p>	
<p>14. Area of Growth What area of growth would you anticipate for this candidate?</p>	
<p>15. Do you have any reason to believe or suspect that the candidate has ever had any inappropriate physical contact with children?</p>	
<p>16. Do you know of any reason why the candidate should not be with or near children?</p>	
<p>17. Rating In your experience with other administrators, on a scale of 1 (lowest) and 10 (highest), how would you rate the candidate?</p>	