

AURORA PUBLIC Schools
Division of Human Resources
Classified Reference Call Questions

Please be advised that one of the two Reference Calls should be from the current or most recent supervisor.
 Provide detailed responses with as much information as possible in complete sentences.

Applicant Name:	Person Providing Information
Date of Reference Call:	Name: Position/Title/Business Name: Relationship to Applicant & Date Last Worked with Applicant:
Position & Location Applying for:	Information Obtained by:
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."	
1. What is your relationship to the applicant?	
2. Tell us about your company (nature of business, size, number of employees, location, etc.)	
3. Describe the type of work the applicant did and his/her level of competence.	
4. Describe the applicant's work ethic and organizational skills.	
5. Does the applicant follow through with tasks and communication?	
6. Describe how the applicant works with colleagues and as a member of a team.	
7. Describe how the applicant got along with customers and the public.	
8. How does the applicant accept constructive criticism and implement suggestions?	
9. Was there a pattern of absenteeism or tardiness? When absent or late, did the applicant call?	
10. Describe the applicant's problem solving skills and ability to seek out resources when faced with learning new skills.	
11. How does the candidate handle pressure and stress?	
12. Does the applicant have good judgment? Does he/she make good decisions?	
13. Why is the applicant leaving?	
14. Would you hire/rehire this applicant if a position were available for which he/she is qualified?	
15. Do you have any reason to believe or	

suspect that the candidate has ever had any inappropriate physical contact with children?	
16. Do you know of any reason why the candidate should not be with or near children?	
17. How would you rate this applicant on a scale of 1 (lowest) to 10 (highest) compared to others in a similar position and with equal experience that you have worked with or supervised? Explain your rating.	
18. What is a particular strength for this applicant?	
19. What area of growth would you anticipate for this candidate?	
20. Is there anything else you would like to tell the Aurora Public Schools about this candidate that you have not already shared?	