

## **Guidelines for Telephonic Employment Reference Checks Clarksville-Montgomery County School System**

The Clarksville-Montgomery County School System recognizes the need to obtain quality job references to maintain a quality employment system. The district recognizes that quality job references are often difficult to acquire as increased fear of legal action has made it increasingly difficult to obtain employment references. Recognizing that employment situations are as diverse as the number of employees hired each year, the district does not require a specific format be used in obtaining references. It does, however, provide the following guidelines for reference checking.

1. Telephonic Reference Checks should include the following:

A. Candidate Information:

Name of Candidate:  
Date of Reference Check:  
Name of Person Providing Reference:  
Position of Person Providing Reference:  
Person Acquiring Information:

B. General information:

Length of time individual has known the candidate:  
Less than 1 year  
1-3 years  
3 or more years  
Capacity in which individual has known the candidate:

*2. When conducting post interview reference checks, the following questions may assist in gaining information to expand/clarify the candidate's responses to interview questions. Questions may also be chosen relating to especially strong areas of the interview to verify that what was said is actually practiced in the work environment. Select those questions that you feel will best help you gain or clarify information about the candidate.*

A. Purpose questions

- Why do you think (Candidate) wants to be a teacher?
- How does (Candidate) see the positive side of situations?
- How does (Candidate) help students develop?

B. Relationship questions

- How does (Candidate) learn about the students?
- How does (Candidate) get information from parents?
- How does (Candidate) work with colleagues?

- What kind of relationship does (Candidate) develop with students, and how does (Candidate) build these relationships?

C. Teaching Strategies questions

- When you visit (Candidate)'s classroom, what do you see happening most regularly?
- How does (Candidate) involve students making choices in the learning process?
- How does (Candidate) assess student progress?
- Does (Candidate) have high expectations of student progress and behavior and is (Candidate) successful in developing students?
- What evidence is there that (Candidate) differentiates instruction?

D. Other information questions

- What do teachers who receive (Candidate)'s students next say about how (Candidate) prepares them for the next level?
- Is there evidence of at least a year's growth in the students each year who have (Candidate) as a teacher?
- Is there anything that an administrator should do to make sure that (Candidate) continues to grow as a teacher?  
Is there anything that would preclude you from hiring (Candidate) again if they applied?

3. Employer use:

A. How would you rate the quality of the reference information?

- Very Good
- Good
- Somewhat Helpful
- Not Helpful

B. How would you compare the responses to those expected referencing an excellent teacher?

- High Correlation
- Medium Correlation
- Low Correlation
- No Correlation

4. Additional Resources: Principals should refer to Pages 43-45 of their Ventures for Excellence Teacher Selection and Development Resource Workbook for additional information regarding telephonic reference checks. In addition, Human Resources staff members are available to provide Principals assistance on conducting telephonic reference checks.