

INTERVIEW AND SELECTION PROCESS FOR CLASSIFIED PERSONNEL
SAN DIEGO CITY SCHOOLS

CANDIDATE REFERENCE FORM

Hiring Manager:	Site or Department:
Position:	Interview Date:

When making a reference check, the following are some suggested questions to ask former employers or supervisors:

1. What were the dates of employment?
2. What was the basic function of his/her position?
3. How many days in the last year was he/she absent?
4. Would you consider rehiring?

Name of Candidate:	References Checked by:
Name/phone number of Reference:	Comments:

Signature of person checking references: _____

Submit to: Classification and Recruitment Unit, Annex 9