

INTERVIEW AND SELECTION PROCESS FOR CLASSIFIED PERSONNEL
SAN DIEGO UNIFIED SCHOOL DISTRICT

CANDIDATE REFERENCE FORM

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|-----------------|---------------------|
| 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?

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

Signature of person checking references: _____

Submit to: Classification and Recruitment Unit, Room 1241