



**EMPLOYEE REFERENCE CHECK**  
***(Administrative Assistant)***

CANDIDATE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

REFERENCE CONTACTED: \_\_\_\_\_ POSITION: \_\_\_\_\_

NOTE: This should be filed with Human Resources, together with other employment documents.

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1. How long have you known this person? \_\_\_\_\_

\_\_\_\_\_

2. In what capacity did you know this person? \_\_\_\_\_

\_\_\_\_\_

3. What are his/her greatest strengths (special skills/abilities)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Are you aware of this person's training and areas of specialization? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Are you aware of any projects that this person has worked on? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Does this person keep current in the subject areas? Does this person keep up to date in their area of work? \_\_\_\_\_

\_\_\_\_\_

7. Is this person skilled and comfortable when using computers and technology? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. What are the weaknesses of this person? \_\_\_\_\_

\_\_\_\_\_



9. How would you describe his/her relationship with fellow workers, administration and supervisors?

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10. Reason for leaving employment with your District/Organization? \_\_\_\_\_

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11. How would you describe this person's time management skills? \_\_\_\_\_

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12. How would you describe this person's work ethic and enthusiasm for the job? \_\_\_\_\_

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13. Do you know of any reasons why this individual should not be employed in the capacity whereby he/she is in contact with children? \_\_\_\_\_

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14. Would you rehire this individual? Or if this person left your employment, would you rehire him/her? \_\_\_\_\_

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15. Candidates can generally access their references' comments, since this information is about them. However, if the references were supplied in confidence, the information may be withheld under **Section 18** of the **FOIP Act**. Is any of the information you have provided to be considered "Confidential"? \_\_\_\_\_

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Signature