

## **CHINOOK'S EDGE SCHOOL DIVISION No. 73**

4904 – 50 Street, Innisfail, AB T4G 1W4 Phone (403)227-7070 Fax (403)227-0174

*For Support Staff*

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Reference Check For: \_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_

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Provide a short description of the position that you are hiring for:

1. In what capacity have you known, or do you know the candidate?
2. What areas of **strength** can the candidate offer to a school/school division?
3. What would be any areas where **growth** is suggested?
4. **Please rate the candidate on the following criteria using a scale of 1 to 10; please feel free to provide comments**
  - How well does the candidate carry out instructions?
  - How thorough is the candidate in carrying out the details of the job?
  - How well does the candidate organize work that is to be done?
  - What is the candidate's absenteeism record?
  - How well does the candidate adhere to lunch breaks, coffee breaks and quitting time?
  - How safely does the candidate work?
  - How dependable is the candidate in doing what is expected of them?
  - How does the candidate care for their work area?
  - What is the quality of the individuals work?
  - How positive is the candidate's attitude?
  - Does the candidate strive to do a good job?

- How well does the candidate interact with peers?
- How willing is the candidate to assist when required?
- How well does the candidate accept feedback?
- Does the candidate possess strong communication, oral and written skills?

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\*5. Can you see any reason **not to hire** this individual?

\*6. If you were hiring for a position of this nature, **would you hire him/her?**

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*Signature*

