



INSTRUCTIONAL REFERENCE FORM

CCPS Human Resources Only	
Position:	_____
Site:	_____ Starting: _____
Staffing Coor:	_____
Reference:	_____ Pos. _____ Neg. _____
Myfloridateacher.com reviewed :	_____
Reviewed by:	_____

Date _____

Prospective Teacher: _____ **has provided your name as a reference. Please answer the following questions below, then fax or e-mail at your earliest convenience. Thank you.**

FAX: 239-377-0336 Attn: _____ E-Mail: _____ @collierschools.com Tel: (239) 377-0389

1. How long did he/she work there? _____
2. Why did he/she leave? _____
3. How would you describe his/her working relationship with his/her Supervisor?

4. How did he/she get along with staff members? _____
5. What do you think of his/her classroom management skills? _____
6. How would you describe his/her decision making ability and judgment within the role? _____

7. How would you describe his/her command of the subject matter? _____
8. How would you describe his/her dedication/commitment to teaching? _____
9. Was he/she punctual and reliable? Yes _____ No _____ Comments? _____
10. How was his/her attendance record? _____
11. Did he/she have any disciplinary issues while supervised by you? Yes _____ No _____ Comments? _____

12. Overall, how would you rate him/her? Excellent _____ Above Avg. _____ Avg. _____ Below Avg. _____
13. If he/she were to apply for a position with you, would you hire him/her? _____ Yes _____ No
Reason: _____
14. Do you know of anything in the applicant's background that may place children or adults at risk? _____

15. Is there anything else about him/her that I need to know as a prospective employer? _____

Thank you for your time and input.

Name: _____ Title/Position: _____

School/Company: _____

Telephone/E-Mail: _____

**Please advise, per Florida Statue 119, it is the policy of this state, county, and municipal records shall be open for personal inspection by any person upon specific request.*