

ADMINISTRATOR REFERENCE FORM

Applicant's Full Name: _____ Applicant's Email: _____
 Applicant's Address: _____ City: _____ Zip: _____
 Name of Reference: _____ Title: _____
 School/Business: _____ Phone Number: _____

TO BE COMPLETED BY THE EVALUATOR

The applicant listed above is seeking an opportunity for employment with the Public Schools Personnel Cooperative's (PSPC) member school districts and is required to provide a reference for his/her application. A reference should be familiar with the applicant's ability, potential, and performance. **Your prompt attention in completing and returning this form to the applicant, at the address or email listed above, is greatly appreciated.** Comments can be included on an attachment if you require additional space.

1 – Excellent 2 – Above Average 3 – Average 4 – Below Average 5 – Unsatisfactory NK – No Knowledge

Professional / Personal Characteristics	Rating	Professional / Personal Characteristics	Rating
General appearance (appropriate for position)		Dependability / Reliability	
Character / Integrity		Effective interpersonal skills (students, parents, peers)	
Initiative		Commitment to education and teaching	
Judgment / Common sense		Acceptance of responsibility	
Responsiveness		Flexibility / Adaptability	
Technology skills		Clarity of written/verbal communication	
Leadership Characteristics			Rating
Personal ethics (demonstrates fairness, acts with integrity)			
Leadership skills (inspires and motivates others toward a shared purpose)			
Management skills (manages the organization, operations, and resources for a safe, efficient, and effective learning environment)			
Visionary (ability to define a vision and articulate a plan for achieving it)			
Instructional leadership (focused on improving the quality of teaching and learning)			
Community relations (ability to build relationships among educators, community partners, and constituents)			
Problem solver (demonstrates originality and creativity in problem solving)			
Data driven (uses multiple data sources to increase student achievement)			

PLEASE PROVIDE REQUESTED INFORMATION BELOW

1. I have known the applicant: As a student As an employee Professionally
2. Dates of employment and/or time you have known applicant: _____ to _____ and/or number of years _____
3. What was the applicant's position in your school or business? _____
4. Do you know any reason why this person should not work around children? Yes No If yes, please explain in the comments section below.
5. Has there been any disciplinary action or investigation taken against the applicant concerning unprofessional conduct, incompetence, or insubordination? Yes No If yes, please explain in the comments section below.
6. If a vacancy existed in your school or business for which the applicant was qualified, would you consider him/her for employment? Yes No
7. **COMMENTS:** _____

 Evaluator Signature

 Date

 Email