

### CERTIFICATED 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	Dependability / Reliability	Rating
General appearance (appropriate for position)		Effective interpersonal skills (students, parents, peers)	
Character / Integrity		Attendance / Punctuality	
Initiative		Commitment to education and teaching	
Judgment / Common sense		Flexibility / Adaptability	
Response to supervision		Clarity of written/verbal communication	
Technology skills			
Teaching / Instructional Characteristics (if applicable)			Rating
Collaborative and collegial practice (acts as a team member to improve instruction and student learning)			
Knowledge of subject matter			
Instructional planning (knowledge of standards, strategies to meet differences in learning, and development of appropriate lesson plans)			
Assessment of student needs (ability to evaluate student needs through the use of different types of assessments and analysis of data)			
Instructional delivery (implementation of strategies to ensure successful student learning while accommodating diverse student needs)			
Student achievement (takes ownership for student learning)			
Classroom management			
Effort toward improvement when needed			
Counselor/Psychologist, Social Worker, OT, PT, Speech Language Pathologist, Audiologist, and/or Nurse Characteristics (if applicable)			Rating
Demonstrates a competent level of skill/knowledge in designing and conducting specialized programs of prevention, instruction, remediation, and evaluation			
Demonstrates a depth and breadth of knowledge of theory and content in specialized field			
Demonstrates an acceptable level of performance in managing and organizing the special materials, equipment, and environment essential to the specialized program			
Aware of limitations and strengths and demonstrates continued professional growth			
Demonstrates an acceptable level of performance in offering assistance in identifying those needing specialized services in his/her field			

#### PLEASE PROVIDE REQUESTED INFORMATION BELOW

1. I have known the applicant:  As a student     As an employee     Professionally     Other \_\_\_\_\_
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 comments section below.
5. Do you know of any disciplinary action or investigation taken against the applicant concerning unprofessional conduct, incompetence, or insubordination?  Yes     No    If yes, please explain in 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