COACH 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		Rating
General appearance (appropriate for position)		**Dependability / Reliability**	
Character / Integrity		**Effective interpersonal skills** (students, parents, peers)	
Persistence / Drive		**Attendance / Punctuality**	
Judgment / Common sense		**Poise** (composure, self-control)	
Enthusiasm		**Flexibility / Adaptability**	

Coaching Characteristics	Rating
Knowledge and understanding of the sport/activity	
Work ethic during practice and/or competition	
Acceptance of responsibility in a leadership role (ability to lead as a role model)	
Differentiates task and/or skills based on the ability of the participants	
Maintains the involvement of all of the participants	
Maintains control of the group	
Level of preparation for games	
General conduct/behavior in a game	
Understands, implements, and emphasizes all safety requirements for the given sport	
Emphasizes the importance of academic achievement for his/her athletes	

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. 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 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**: _____

_____

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_____ _____ _____

Evaluator Signature **Date** **Email**