

REFERENCE FORM

Applicant Name _____

Position(s) desired _____

REFERENCE INSTRUCTIONS:

Thank you for your timely evaluation of the above named applicant's qualifications for employment with the School Board of Sarasota County, FL. Your recommendation will become a permanent part of the applicant's employment record. Please mail or fax this form directly to the HR office per the information shown above.

EVALUATION

CLASSROOM TEACHER APPLICANTS ONLY

	1 Below Average (lower 25%)	2 Average (next 50%)	3 Above Average (next 20%)	4 Superior (top 5%)	0 Not observed
Exhibits good teaching strategies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has knowledge of subject matter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintains good classroom management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ADMINISTRATIVE APPLICANTS ONLY

Promotes a positive learning culture, and provides an effective instructional program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Expresses ideas clearly and correctly, orally, in writing, and in multi-media presentations for different audiences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Acts with integrity, fairness, and honesty in an ethical manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has a personal vision for the school/district and the knowledge, skills and dispositions to develop and articulate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ALL APPLICANTS

Has knowledge of assigned tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Utilizes effective communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uses professional judgment/ethical behavior	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is cooperative with administrators and supervisors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develops respect and positive relationships w/students and co-workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Utilizes time wisely on the job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is punctual and dependable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exhibits initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintains a flexible and positive attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manages work assignments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accepts additional responsibilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	YES	NO
Would you employ/re-employ this person?	<input type="radio"/>	<input type="radio"/>
Do you have any reason that this person should not work with children?	<input type="radio"/>	<input type="radio"/>
If Yes, please explain		

Your relationship to the applicant is/was, check one of the following:

Supervising teacher College professor Current/Former supervisor Co-worker Other _____

Date(s) of employment _____ Phone _____

First name _____ Middle initial _____ Last name _____

Title _____ Company _____

Applicant's position or job title at the time of employment _____

Your position or job title at the time you supervised applicant _____

Other comments regarding the applicant's strengths and areas needing improvement:

Signature _____ Date _____