

APPLICANT REFERENCE

Rogers Public Schools

The individual named below has applied for a position in the Rogers Public Schools and has given your name as one who can give an evaluation of the applicant's potential for success in our district. Your candid response will assist us in making a sound educational decision regarding employment. Your comments should address matters which, in your opinion, are related to the applicant's qualifications. Your response will be confidential, and the completed form will not be seen by the applicant. **Please return this form directly to: Assistant Superintendent for Human Resources; Rogers Public Schools; 500 W. Walnut Street; Rogers, AR 72756.** Thank you for your cooperation.

Applicant: _____

In what capacity did you have the opportunity to form a judgment of this applicant's work?

What is/was the applicant's position/grade level in your district/school?

Give actual dates of employment (month/year) _____ to (month/year) _____

Why did the applicant leave your employment?

Were performance evaluations satisfactory?

____ Exemplary ____ Satisfactory ____ Unsatisfactory ____ Unable to comment ____ N/A

If you were in a position to do so, would you hire/rehire this applicant?

____ Yes ____ No ____ Unable to comment

Please circle the appropriate comment in the columns below. Leave blank those items which you have had no opportunity to observe. If you have known the applicant in a capacity where you do not have direct knowledge of teaching skills, please answer only the questions on the back of the form.

	<u>HIGHLY RECOMMENDED</u>	<u>RECOMMENDED</u>	<u>ACCEPTABLE</u>	<u>NOT ACCEPTABLE</u>
Content Knowledge	Extensive, with continuing pursuit of knowledge	Solid; able to connect to other disciplines	Basic	Makes content errors
Pedagogy	Displays continuing search for best practices	Practices reflect current research on best practices	Basic	Little understanding of pedagogical issues
Materials and Resources	Utilizes a variety which are mentally engaging	Suitable to instructional goals; mentally engaging	Engages students moderately	Unsuitable to instructional goals
Oral and Written Language	Correct and expressive; well-chosen vocabulary	Clear and correct; appropriate vocabulary	Audible; legible; but limited effectiveness	Contains grammatical and syntactical errors
Directions and Procedures	Clear; anticipates possible student misconceptions	Clear; appropriate level of detail	Clarifies after initial student confusion	Directions and procedures are confusing to students
Interaction with Students	Genuine caring and respect	Friendly; general warmth, caring, respect	Generally appropriate; occasional inconsistencies	Negative; demeaning, sarcastic; inappropriate
Classroom Management	Students are productively engaged at all times; smooth transitions; seamless routines	Most students engaged at all times; little loss of instructional time	Partially organized; some off-task behavior; some loss of instructional time	Students not productively engaged; much instructional time is lost
Student Behavior	Effective responses to misbehavior; clear standards of conduct; students monitor themselves effectively	Appropriate responses to misbehaviors; alert to student behavior at all times	May miss behaviors of some students some of the time; most students understand standards of conduct	No standards of conduct; unaware of what students are doing; does not respond to misbehaviors, or is inconsistent

(over)

Professional Attitude	Supportive and cooperative relationships with colleagues; assumes leadership roles makes contribution to school events and projects	Participates willingly in school events and projects, but without taking a leadership role; supportive and cooperative with colleagues	Meets requirements for participation or participates when asked	Negative or self-serving; does not participate
Potential for Success	Expected to be outstanding	Offers considerable promise	Expected to make average progress	Success is doubtful

Applicant's strengths:

Areas needing development:

Additional comments:

Signature:

Print name (legibly):

Title/Position:

Company or organization:

Address:

Phone:

Date: