

Richland School District
CONFIDENTIAL ADMINISTRATIVE PROFESSIONAL REFERENCE FORM

APPLICANT INSTRUCTIONS: It is the applicant's responsibility to forward this form to the evaluator and instruct the evaluator to send it directly to our District. The applicant should provide a stamped envelope addressed to Richland School District, 615 Snow Avenue, Richland WA 99352 for the evaluator's use.

By requesting this reference I authorize any current or former employer, person, firm, corporation, educational or vocational institution, or government agency to provide to Richland School District information they have regarding me. I hereby release and discharge those who provide information from any and all liability as a result of furnishing and receiving this information. I agree that references and personal information which become a part of this application will be regarded as confidential and shall not be revealed or disclosed to me.

Applicant Name (or Signature if available) _____

Date _____

We ask that you carefully evaluate the applicant in terms of your professional contact with this Individual either as an employee in your company or as a volunteer in your organization.

NOTE: Please rate the applicant in each of the following categories by comparing this individual with others of comparable training and experience.	Upper 10%	Upper 25% but not Upper 10%	Upper 50% but not Upper 25%	Lower 50% but not Lowest 10%	Lowest 10%	No basis for Judgment
1. Leadership:						
• The applicant has demonstrated skills in leadership on a school or department-wide basis.						
• The applicant is viewed as an instructional leader by staff, students, and parents.						
• The applicant establishes, maintains, and enforces fair rules for student behavior.						
• The applicant establishes and maintains a school or department-wide environment conducive to the learning situation.						
• The applicant demonstrates a strong sense of responsibility toward the operation of the school/department as a whole. He/she takes the initiative in the conduct of school duties.						
2. Administration/Management:						
• The applicant is well organized and thoroughly prepared. He/she has definite long-range plans based on specific objectives.						
• The applicant demonstrates effective written and oral communication skills.						
• The applicant is consistently positive, agreeable, and cooperative in relations with other staff members						
3. Finance:						
• The applicant has had successful experience managing a school/department budget						
4. Interest in Students, Staff and the Community:						
• The applicant has created effective means to involve parents in the educational process.						
• Multicultural: Accepts cultural and ethnic differences in students and adults						
5. Employment and Evaluation of Personnel:						
• The applicant has had training and demonstrated successful experience in the evaluation of staff.						
6. Professional Preparation and Scholarship:						
• The applicant formulates and achieves appropriate personal goals for professional improvement.						
• The applicant is receptive to change and demonstrates continued development.						
• The applicant solicits feedback.						
• The applicant presents him/herself in a professional manner at all times.						
• Modeling Appropriate Behavior: Professional appearance, poise, appropriate role model for the educational environment.						

Overall rating of this candidate (check one): Excellent Very Good Good Fair Poor

Name of Evaluator (please print) _____ Title: _____

Company or Organization _____ Telephone: (____) _____

Relationship to Applicant _____ Applicants position _____

Observation from _____ to _____ You observed this applicant: _____ a few times? _____ equal to one year? _____ several years?

Please feel free to submit any additional comments you may have.

Signature: _____ Date: _____

Thank you for assisting us in evaluating this applicant. This form is confidential and should not be given to the applicant.

Please return completed form to:

Richland School District
Human Resources
6972 Keene Road
West Richland, WA 99353