

## CONFIDENTIAL REFERENCE FORM

*Reply to [employment@psone.org](mailto:employment@psone.org), send to above address, or FAX to 310-395-1093*

Name of Candidate:

Date Sent:

Name of Reference Writer:

Type of Teaching Post Sought:

We give you our assurance that whatever you care to tell us will be shared only with those professionally concerned with the candidate's qualifications for appointment, and will not under any circumstances be revealed to her/him; **for this reason we request that you return the form directly to us, not to the candidate.** Please note that we require confidential references before we can process the candidate's documentation, so your early attention to this request is appreciated. Thank you for your thoughtful commentary.

<b>Please rate the candidate in the following areas according to your experience as an administrator:</b>	<b>Outstanding</b>	<b>Above Average</b>	<b>Average</b>	<b>Weak</b>
Is knowledgeable and current in core content areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engages all learners by using a variety of strategies and techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides for a variety of learning differences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implements creative and stimulating lessons and activities that engage students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspires respect and enthusiasm in students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effectively communicates to parents goals and expectations for students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays a sense of fairness and honesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingly volunteers freely of time for out of classroom responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handles problems with tact and skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works as a team player	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works as a partner with parents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comes to work on time, is well-kempt, and is well prepared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pursues opportunities for personal and professional development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps personal life separate from professional responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would be hired again, without hesitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***In order to provide a more rounded view of the candidate, please include a paragraph of comments that would further enlarge on the characteristics referred to above. Include gifts and strengths and any areas in which to encourage further development of capabilities. Write on other side as necessary.***

Professional Relationship to Candidate:

Date:

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School:

Signature:

Tel (work):

Address:

Tel (other):

E-mail: