

Office of Human Resources
Howard County Public School System
10910 Route 108
Ellicott City MD 21042-6198

All materials submitted for application purposes become the property of the Howard County Public School System.
Copies will not be released to anyone.

Professional Reference

To: _____ Employee Name: _____

Employed From: _____

Employed To: _____

Position Title _____

Position Applying for: _____

I hereby authorize the employer named above to release the information requested below to the Howard County Public School System and to provide any additional information which the HCPSS may request. I further release the named employer and its agents, employees, etc., from any and all liability in connection with its completion of this form or the provision of the reference information.

Signature

Date

You have been asked by an applicant to complete this reference form. Please complete and return this form to the address above. Your prompt attention to this request is appreciated. All information received will be handled in a confidential manner.

Performance Criteria

Based upon the most relevant observations or judgment of potential performance, regardless of the position held, please use the following ratings to evaluate the above named applicant:

(Circle One) 4 Highly Effective 3 Effective 2 Not Effective 1 No Basis for Judgment

- 4 3 2 1 Meets others with graciousness and ease
- 4 3 2 1 Exhibits tact in difficult situations
- 4 3 2 1 Demonstrates skills that are a prerequisite for a successful manager/administrator/supervisor
- 4 3 2 1 Is conscientious, dependable and punctual
- 4 3 2 1 Demonstrates mature judgment and a high degree of professionalism
- 4 3 2 1 Seeks relevant data and analyzes information to determine solutions to problems
- 4 3 2 1 Demonstrates strength in leadership skills
- 4 3 2 1 Establishes relationships with colleagues, students, parents, and community

Personal Qualities

- | | | |
|--------------------------------|---|----------------------------------|
| 4 3 2 1 Maturity | 4 3 2 1 Sensitive to feelings of others | 4 3 2 1 Perceptiveness |
| 4 3 2 1 Appearance | 4 3 2 1 Initiative | 4 3 2 1 Alertness |
| 4 3 2 1 Ability to communicate | 4 3 2 1 Professional Attitude | 4 3 2 1 Honesty in Relationships |

Would you re-employ this person without reservation?
Yes _____ No _____
If no, please state your reason.

Do you know of any specific reason why this applicant would not make a desirable employee? Yes _____ No _____
If yes, please state your reason.

PLEASE FEEL FREE TO USE BACK OF THIS SHEET FOR ADDITIONAL COMMENTS.

Signature of Person Completing Form

Printed Name

Title _____ Date _____

Phone (Area Code) _____

Mailing Address: