

Teacher Applicant Reference

Office of Human Resources

Applicant _____ Position _____

I hereby authorize the employer named below to release the information requested 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 ___/___/___

The applicant named above has applied for a position with the Howard County Public School System. Please evaluate this candidate in comparison to others you have known in a like position. Your response to the items below will assist us in appraising qualifications and determining possible employment. Your interest and cooperation are most appreciated. All information will be handled in a confidential manner.

<p>Professional Relationship</p> <p>___ Number of times you observed</p> <p>___ Student teacher under my supervision</p> <p>___ Teacher under my supervision</p> <p>Other: _____</p>	<p>Applicant's Dates of Service</p> <p>From: ___/___/___ To: ___/___/___ Length: yrs ___ mo ___</p> <p>Subject(s) or Grade(s) taught: _____</p> <p>Attendance Record: ___ Good ___ Fair ___ Poor</p>
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If a former employee, state reason for leaving: _____

Was this person evaluated as satisfactory or better during the most recent school year? _____

Was this person tenured? _____

Qualification Characteristics	Excels Consistently	Usually Exceeds Standard Requirements	Steady Performance Acceptable Level	Unsatisfactory Performance	Unknown
Preparation: Plans and prepares work effectively					
Speech: Speaks effectively and correctly					
Content: Displays subject matter competency					
Skills: Utilizes a variety of teaching skills and methods					
Management: Exercises pupil control and classroom management					
Interpersonal: Works well with others; shows judgment, tact and willingness to assist					
Accommodation: Varies teaching to the ability levels of pupils					
Motivation: Motivates pupils, gains confidence, establishes rapport					
Stability: Maintains health and emotional stability					
Attitude: Demonstrates responsibility, commitment to teaching, and professional attitude					

How would you recommend this person as a fellow/prospective staff member?

___ Highly Recommend ___ Recommend ___ Recommend with reservation ___ Do not recommend

Name (please print) _____ Signature _____ Title _____

School District/Company _____ Date: ___/___/___ Phone (_____) _____

Business Address _____

The respondent is requested to provide on the reverse side or with appropriate attachments, any data that will substantiate the above evaluations or add to the information for making placement decisions. Narrative statements are encouraged.