

CONFIDENTIAL REFERENCE FORM

Date

Name/Phone of Person Completing Form

Candidate Name

Position Held

Position For Which You Are Applying

Date Report Completed

THIS REFERENCE IS CONFIDENTIAL AND IS NOT TO BE SHARED WITH THE CANDIDATE.

INSTRUCTIONS: As your criteria, please consider the quality as well as the quantity of experiences, as well as the degree of success in each of the areas. We request a frank and critical evaluation, citing only those experiences which the candidate has had under your direction, or which you know personally to be a fact.

	Low	(Circle One)						High	
1. PERSONAL									
Adapts to situations	1	2	3	4	5	6	7	8	9 10
Projects enthusiasm	1	2	3	4	5	6	7	8	9 10
Seeks improvement	1	2	3	4	5	6	7	8	9 10
COMMENTS:									

	Low	(Circle One)						High	
2. PROFESSIONAL LEADERSHIP									
Assumes responsibility	1	2	3	4	5	6	7	8	9 10
Demonstrates competency	1	2	3	4	5	6	7	8	9 10
Manages fiscal resources	1	2	3	4	5	6	7	8	9 10
COMMENTS:									

	Low	(Circle One)						High	
3. CURRICULUM									
Refines curriculum	1	2	3	4	5	6	7	8	9 10
Understands alignment between curriculum, instruction and assessment	1	2	3	4	5	6	7	8	9 10
COMMENTS:									

	Low	(Circle One)						High	
4. INSTRUCTIONAL SKILLS									
Understands instructional methodology	1	2	3	4	5	6	7	8	9 10
Demonstrates a variety of instructional strategies	1	2	3	4	5	6	7	8	9 10
COMMENTS:									

5. COMMUNICATION	Low	(Circle One)								High	
Expresses self effectively in oral and written communication	1	2	3	4	5	6	7	8	9	10	
	COMMENTS:										
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6. HUMAN RELATIONS	Low	(Circle One)								High	
Builds esteem	1	2	3	4	5	6	7	8	9	10	
Demonstrates courtesy	1	2	3	4	5	6	7	8	9	10	
Works effectively with a variety of groups		1	2	3	4	5	6	7	8	9	10
	COMMENTS:										
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7. STUDENT DISCIPLINE	Low	(Circle One)								High	
Uses effective strategies in dealing with all students. Is fair but firm	1	2	3	4	5	6	7	8	9	10	
	COMMENTS:										
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8. STAFF SUPERVISION/EVALUATION	Low	(Circle One)								High	
Knows and uses effective supervision models	1	2	3	4	5	6	7	8	9	10	
Documents effectively and specifically	1	2	3	4	5	6	7	8	9	10	
	COMMENTS:										
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OVERALL RATING	Low	(Circle One)								High	
	1	2	3	4	5	6	7	8	9	10	
	COMMENTS:										

PLEASE RETURN TO:

**RIVERVIEW SCHOOL DISTRICT NO. 407
PERSONNEL DEPARTMENT
32240 NE 50TH STREET
CARNATION WA 98014
PHONE:(425) 844-4500
OR
FAX (425) 844-4502**