

Application Reference

Mountain Home Public Schools

2465 Rodeo Drive

Mountain Home, Arkansas 72653

The individual named below has applied for a position in Mountain Home Public Schools and has given your name as one who can give an evaluation of the applicant's potential for success in our district. Your candid response will assist us in making a sound decision regarding employment. Your comments should address matters which in your opinion, are related to the applicant's qualifications. Your response will be confidential, and the completed form will not be seen by the applicant. Please return this form directly to: Dr. Leigh Anne Gigliotti, Assistant Superintendent for Human Resources, Mountain Home Public Schools, 2465 Rodeo Drive, Mountain Home, Arkansas 72653. Thank you for your cooperation.

Applicant: _____

In what capacity did you have the opportunity to form a judgment of this applicant's work?

What is/was the applicant's position/grade level in your district/school?

Give actual dates of employment (month/year) _____ to (month/year) _____

Why did the applicant leave your employment?

Were performance evaluations satisfactory?

____ Exemplary ____ Satisfactory ____ Unsatisfactory ____ Unable to comment ____ N/A

If you were in a position to do so, would you hire/rehire this applicant? ____ Yes ____ No ____ Unable to comment

Directions: Please circle the appropriate comment in the table below. Leave blank those items which you have had no opportunity to observe. If you have known the applicant in a capacity where you do not have direct knowledge of teaching skills, please answer only the questions after the table.

	Highly Recommended	Recommended	Acceptable	Not Acceptable
Content Knowledge	Extensive, with continuing pursuit of knowledge	Solid; able to connect to other disciplines	Basic	Makes content errors
Pedagogy	Displays continuing search for best practices	Practices reflect current research on best practices	Basic	Little understanding of pedagogical issues
Materials and Resources	Utilizes a variety which are mentally engaging	Suitable to instructional goals; mentally engaging	Engages students moderately	Unsuitable to instructional goals
Oral and Written Language	Correct and expressive; well-chosen vocabulary	Clear and correct; appropriate vocabulary	Audible; legible; but limited effectiveness	Contains grammatical and syntactical errors
Directions and Procedures	Clear; anticipates possible student misconceptions	Clear; appropriate level for detail	Clarifies after initial student confusion	Directions and procedures are confusing to students
Interaction with Students	Genuine caring and respect	Friendly; general warmth, caring, respect	Generally appropriate; occasionally inconsistencies	Negative; demeaning, sarcastic; inappropriate
Classroom Management	Students are productively engaged at all times;	Most students engaged at all times; little loss of	Partially organized; some off-task behavior; some	Students not productively engaged; much

	smooth transitions; seamless routines	instructional time	loss of instructional time	instructional time is lost
Student Behavior	Effective responses to misbehavior ; clear standards of conduct; students monitor themselves effectively	Appropriate responses to misbehaviors; alert to student behavior at all times	May miss behaviors of some student some of the time; most students understand standards of conduct	No standards of conduct; unaware of what students are doing; does not respond to misbehaviors, or is inconsistent
Professional Attitude	Supportive and cooperative relationships with colleagues; assumes leadership roles makes contribution to school events and projects	Participates willingly in school events and project but without taking a leadership role; supportive and cooperative with colleagues	Meets requirements for participation or participates when asked	Negative or self-serving; does not participate
Potential for Success	Expected to be outstanding	Offers considerable promise	Expected to make average progress	Success is doubtful

Applicant's Strengths:

Applicant's Weaknesses:

Additional Comments:

Name of person completing the reference form:

Printed Name (legibly):

Signature:

Title/Position:

Company or organization:

Address:

Phone:

E-mail:

Date: