

Tacoma Public Schools
Confidential Professional Reference Form for Certificated Positions

I understand that this is a confidential recommendation report. I hereby waive my right to see the recommendation.

Candidate Name: _____ Date: _____

Candidate Signature: _____

TO BE COMPLETED BY CURRENT AND/OR PAST SUPERVISOR

When and under what circumstances have you been acquainted with this applicant?

Candidate's Job Title: _____ Dates of Employment: From _____ To _____

Reason for leaving this position: _____

Please carefully evaluate the applicant in each of the following categories.

Category	Lower 50%	Upper 50% But not Upper 25%	Upper 25% But not Upper 10%	Upper 10% But not Upper 5%	Upper 5%	No basis for Judgment
1. Instructional Skill: Includes skill and ability to plan/implement/individualize effective lessons; makes lessons interesting and challenging.						
2. Classroom Management: Includes skill in a variety of instructional strategies; provides environment conducive to learning.						
3. Professional Knowledge: Includes demonstration of a depth and breadth of knowledge of theory and content in general education and subject matter specialization(s).						
4. Relation to Students, Staff, and Parents: Includes relates in a professional manner to students, parent, and staff; ability to exhibit behaviors that support group process intended to reach consensus.						
5. Cultural Competence: Creates a welcoming environment. Awareness of and sensitive to individuals with disabilities as well as cultural, ethnic, socioeconomic and gender differences.						
6. Teamwork: Includes ability to work well with a variety of staff/parents/students in a team situation; accepts fair share of responsibilities.						
7. Communication Skills: Includes clarity of expression; non-defensive; listening skills; seeks understanding; maintains confidentiality.						
8. Flexibility: Includes adaptation; learning new concepts; cooperation; consensus approach; incorporates new technology and other new approaches.						
9. Enthusiasm: Includes optimism and zeal; maintains sense of humor; promotes involvement of others.						
10. Commitment to Accomplishment: Includes goal/mission orientation; organization; initiative; evidence of past and current success; follows through.						
11. Positive Working Environment: Promotes and models professional appearance and poise through appropriate behavior for the educational environment.						
Overall Ratings:						

Would you rehire this individual?
Yes No

Comments: _____

Name: _____ Signature: _____ Date: _____

Organization: _____ Position/Title: _____

Address: _____ Phone Number: _____

For additional comments, you are welcome to use the reverse side of form.

IMPORTANT

Please return completed form directly to:
Tacoma Public Schools - Human Resources
601 S. 8th Street - P.O. Box 1357 • Tacoma, WA 98401
Facsimile: 253.571.1330
Email: hrinfo@tacoma.k12.wa.us