

PROFESSIONAL REFERENCE FORM

OFFICE OF HUMAN RESOURCES

GEORGETOWN COUNTY SCHOOL DISTRICT

J. B. Beck Administration and Education Center

2018 Church Street

Georgetown, South Carolina 29440

1-800-992-5028

(843) 436-7145

SECTION ONE: TO BE COMPLETED BY APPLICANT

Name of Applicant: _____ Social Security Number: _____

Area(s) of Certification: _____

Name of Reference: _____

Telephone Number of Reference: _____

WAIVER OF ACCESS

I, the undersigned, waive the right to personal access to review this recommendation form.

Signature of Applicant: _____ Date: _____

SECTION TWO: TO BE COMPLETED BY REFERENCE

If the general rating is unsatisfactory, please return without further comment. Your reply will be considered strictly confidential. Georgetown County School District appreciates your assistance in the recommendation process of this candidate. A stamped, self-addressed envelope has been enclosed for your convenience.

1. How long have you known the candidate? _____
2. In what capacity have you known the candidate? _____
3. Have you supervised the candidate? _____
4. What subject area did the applicant teach? _____
5. If he/she were applying to you for a similar position, would you hire this candidate? _____
6. Would it be best if I called you about this applicant? _____
7. To your knowledge, has the applicant ever failed to be re-elected, been dismissed or asked to resign? _____

PLEASE CIRCLE APPROPRIATE ITEMS. THE SCALE IS LOW TO HIGH, 1 THROUGH 5
(Omit Items of which you have no knowledge)

Instructional Skills

	Low				High
1. Uses Objective as Guide to Planning	1	2	3	4	5
2. Uses Long Range Planning	1	2	3	4	5
3. Plans Daily Lessons Adequately	1	2	3	4	5
4. Uses Appropriate Teaching Techniques	1	2	3	4	5
5. Uses Media and Materials Appropriately	1	2	3	4	5
6. Motivates Students	1	2	3	4	5
7. Provides for Individual Student Needs	1	2	3	4	5
8. Classroom Management and Control	1	2	3	4	5
9. Assumes Responsibility for Classroom Discipline	1	2	3	4	5
10. Understands Evaluation Process	1	2	3	4	5
11. Uses Student Test Data in Structuring Lessons	1	2	3	4	5
12. Possesses Knowledge of Subject	1	2	3	4	5
13. Accepts Constructive Criticism	1	2	3	4	5
14. Attendance and Promptness	1	2	3	4	5
15. Record Keeping Techniques	1	2	3	4	5

Personal Traits

1. Voice Quality	1	2	3	4	5
2. Personal Appearance	1	2	3	4	5
3. Sense of Humor	1	2	3	4	5
4. Poise	1	2	3	4	5
5. Self-confidence	1	2	3	4	5
6. Listening Skills	1	2	3	4	5
7. Enthusiasm	1	2	3	4	5
8. Neatness	1	2	3	4	5
9. Courteousness	1	2	3	4	5
10. Sincerity	1	2	3	4	5
11. Maturity	1	2	3	4	5
12. Compassion and Sensitivity	1	2	3	4	5
13. Appreciation and Attitude Toward Children	1	2	3	4	5
14. Empathy	1	2	3	4	5
15. Verbal and Written Communication Skills and Command of the English Language	1	2	3	4	5
16. Professional Commitment	1	2	3	4	5
17. Dependability	1	2	3	4	5
18. Honesty	1	2	3	4	5
19. Ability to Get Along with Others	1	2	3	4	5
20. Conscientiousness	1	2	3	4	5
21. Initiative	1	2	3	4	5
22. Flexibility	1	2	3	4	5
23. Innovativeness	1	2	3	4	5

PLEASE ADD COMMENTS WHICH MAY ASSIST US IN ASSESSING THIS CANDIDATE:

Date: _____ Signature of Reference: _____