

The individual named below has applied for a position in the Forrest City School District 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 educational decision regarding employment. Your comments should address matters which, in your opinion, are related to the applicant’s qualifications. Your response will be confidential. Please return this form to the Deputy Superintendent, Forrest City Schools Administration Office, 845 North Rosser, Forrest City, AR 72335.

Name of Applicant	Area for Which Applying	Date
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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

Please place a checkmark beside your selected comment in the columns 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 on the back of this form.

	Highly Recommended	Recommended	Acceptable	Not Acceptable
<b>Content Knowledge</b>	Extensive, with continuing pursuit of knowledge	Solid, able to connect to other disciplines	Basic	Makes content errors
<b>Pedagogy</b>	Displays continuing search for best practices	Practices reflect current research on best practices	Basic	Little understanding of pedagogical issues
<b>Materials and Resources</b>	Utilizes a variety which are mentally engaging	Suitable to instructional goals, mentally engaging	Engages students moderately	Unsuitable to instructional goals
<b>Oral and Written Language</b>	Current and expansive; well chosen vocabulary	Clear and correct; appropriate vocabulary	Audible; legible, but limited effectiveness	Contains grammatical and syntactical errors
<b>Directions and Procedures</b>	Clear; anticipates possible student misconceptions	Clear; appropriate level of detail	Clarifies after initial student confusion	Directions and procedures are confusing to students
<b>Interaction with Students</b>	Genuine caring and respect	Friendly, general warmth, caring, and respect	Generally appropriate; occasional inconsistencies	Negative, demeaning, sarcastic, inappropriate
<b>Classroom Management</b>	Students are productively engaged at all times; smooth transitions, seamless routines	Most students engaged at all times; little loss of instructional time	Partially organized; some off-task behavior; some loss of instructional time	Students not productively engaged; much instructional time is lost
<b>Student Behavior</b>	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 students some of the time, most students understand standards of conduct	No standards of conduct; unaware of what students are doing; does not respond to misbehavior or is inconsistent
<b>Professional Attitude</b>	Supportive and cooperative relationships with colleagues; assumes leadership roles; makes contributions to school events and projects	Participates willingly in school events and projects, but without taking leadership role; supportive and cooperative	Meets requirements for participation or participates when asked	Negative or self-serving; does not participate
<b>Potential for Success</b>	Expected to be outstanding	Offers considerable promise	Expected to make average success	Success is doubtful

Applicant's strengths:

Areas needing development:

Additional comments:

Signed:

Title/Position:

Company or organization:

Address:

Phone:

Date:

Equal Opportunity Employer