

# UISD Reference Form-Human Resources Department



Date: \_\_\_\_\_

Social Security # \_\_\_\_\_ (last four digits)

X	X	X	X	X				
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Position(s) Applying For: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

The applicant listed above is applying for a position at UISD. He/She authorizes the party receiving this form to give full and complete information as may be requested by UISD. Thank you for your time and input.

What position did the applicant occupy? \_\_\_\_\_

Between what dates did you work with the applicant? \_\_\_\_\_

What is your relationship to the applicant? (Supervisor, Other) \_\_\_\_\_

	1 (Low)	2	3	4	5 (High)	N/A	Comments
1. Attendance/Punctuality							
2. Dependability							
3. Willingness to Work Hard (Self-Discipline)							
4. Communication Skills							
5. Ability to Plan and Organize							
6. Knowledge in Field of Work							
7. Rapport with Co-Workers/Supervisor(s)							
8. Commands Confidence and Respect							
9. Initiative/Personal Motivation							
10. Stress Tolerance							
11. Handles Discipline Matters in a Fair and Consistent Manner							
12. Communicates Student's Successes and Concerns to Parents							
13. Maintains Positive Rapport with Students							
14. Uses a variety of Instructional Methods							

How would you rate applicant's job performance (on a scale of 1-10, 10 being the highest)? \_\_\_\_\_

If the applicant were to apply/reapply for employment in your organization today, would you recommend to hire/rehire?  Yes  No

Do you know of any reason why the applicant should not be employed by a school district?  Yes  No

Additional Comments: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Firm/Institution: \_\_\_\_\_

*UISD is an equal Opportunity Employer. It is the policy of the United Independent School not to discriminate on the basis of race, color, national origin, sex, age or disability in the Career and Technology program, services, or activities as required by the Title VI of the Civic Rights Act of 1964; as amended. Please address concerns to Rita Garner, Title IX Coordinator, 201 Lindenwood Drive, Laredo, TX 78045, (956) 473-6351 or Emma Leza, ADA/Section 504 Coordinator, 4410 State Hwy. 359, Laredo, TX 78045, (956) 473-2000.*