

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

304-AR-4. CONFIDENTIAL INQUIRY

DATE: _____

_____ has applied for a position as _____ in the school district. We would appreciate your giving a fair evaluation of this candidate. Be assured that information given will be kept confidential.

1. Title of the job held by candidate with your district/company? _____

2. Dates of employment in your district/company? _____

3. Your assessment of candidate's performance?
____ Excellent ____ Good ____ Average ____ Fair ____ Poor

4. Comments: _____

5. Please check the items that you can evaluate for this candidate.

	Strong	Acceptable	Weak
<u>Effectiveness</u>			
Relationship with students and other staff	_____	_____	_____
Planning	_____	_____	_____
Knowledge of field	_____	_____	_____
Control of classroom or other area of responsibility	_____	_____	_____
Attention to the individual	_____	_____	_____
Interaction with students in discussion	_____	_____	_____
<u>Attitude</u>			
Willingness to assume responsibility	_____	_____	_____
Accepts assignments to beyond basic responsibility	_____	_____	_____
Has respect for channels of authority	_____	_____	_____
Attendance and punctuality	_____	_____	_____
<u>Personal Characteristics</u>			
Mentally alert	_____	_____	_____
Enthusiastic	_____	_____	_____
Displays initiative	_____	_____	_____
Resourceful	_____	_____	_____
Poised and self-confident	_____	_____	_____
Uses good judgment	_____	_____	_____

Signature

Position

Date