**TO BE COMPLETED BY THE CANDIDATE**

Candidate Name:

Telephone Number:       Email:

My signature below verifies that this reference is being completed by (1) a Hall County School District leader who currently supervises me or (2) an individual who is familiar with my leadership experiences.

|  |  |
| --- | --- |
| **Candidate Signature**  | Click here to enter text. |

………………………………………………………………………………………………………………………………………………….

**TO BE COMPLETED BY REFEREE**

**Please complete your reference and send it to Rita Burdett (****rita.burdett@hallco.org****) in the Hall County School District before September 25, 2017. This reference will remain confidential. The candidate will not see this recommendation or be advised of its contents.**

Name of Referee (please print):       Title:

Organization/Department:       Address:

Telephone Number:       Email:

|  |  |  |  |
| --- | --- | --- | --- |
| Signature:  | Click here to enter text. | Date:  | Click here to enter text. |

1. **Knowledge of Candidate:**

How long have you known the candidate?

In what capacity have you known the candidate?

☐ Current or Former Supervisor

☐ Mentor

☐ Colleague

☐ Other (please specify):

1. **Evaluation of Candidate:**

*Please rate the candidate on the criteria below by placing a check or ‘X’ in the appropriate cells.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Personal Qualities** | **Exceptional** | **Above Average** | **Average** | **Below Average** | **Not Applicable** |
| Exhibits poise and a professional appearance | ☐ | ☐ | ☐ | ☐ | ☐ |
| Demonstrates an open-minded approach toward change | ☐ | ☐ | ☐ | ☐ | ☐ |
| Works well with others as a team member | ☐ | ☐ | ☐ | ☐ | ☐ |
| Relates to a wide variety of people: promoting and leveraging diversity of all kinds | ☐ | ☐ | ☐ | ☐ | ☐ |
| Communicates effectively through verbal skills | ☐ | ☐ | ☐ | ☐ | ☐ |
| Communicates effectively through written skills | ☐ | ☐ | ☐ | ☐ | ☐ |
| Actively and independently seeks opportunities to grow professionally  | ☐ | ☐ | ☐ | ☐ | ☐ |
| **Professional Qualities** | **Exceptional** | **Above Average** | **Average** | **Below Average** | **Not Applicable** |
| Exhibits enthusiasm for the education profession | ☐ | ☐ | ☐ | ☐ | ☐ |
| Demonstrates instructional competence | ☐ | ☐ | ☐ | ☐ | ☐ |
| Exhibits effective organizational skills | ☐ | ☐ | ☐ | ☐ | ☐ |
| Has a positive attitude and demonstrates flexibility | ☐ | ☐ | ☐ | ☐ | ☐ |
| Has the ability to make decisions and follow through | ☐ | ☐ | ☐ | ☐ | ☐ |
| Demonstrates awareness of current trends in technology that support and accelerate teaching and learning | ☐ | ☐ | ☐ | ☐ | ☐ |
| Has a proven track record of positive student performance results | ☐ | ☐ | ☐ | ☐ | ☐ |
| Demonstrates continuous improvement best practices, such as: |  |  |  |  |  |
| * Data-driven decisions
 | ☐ | ☐ | ☐ | ☐ | ☐ |
| * Team-oriented
 | ☐ | ☐ | ☐ | ☐ | ☐ |
| * Results-focused
 | ☐ | ☐ | ☐ | ☐ | ☐ |
| * Collaborative planning
 | ☐ | ☐ | ☐ | ☐ | ☐ |
| * Continuous learning
 | ☐ | ☐ | ☐ | ☐ | ☐ |

1. **Overall Recommendation:**

*Check the category that best indicates your overall recommendation:*

☐ Highly Recommend ☐ Recommend with Reservations

☐ Recommend ☐ Do Not Recommend

1. **Additional Comments:**

*Use the space below to cite specific examples related to the candidate’s leadership experiences that support your ratings and recommendation.*

Click here to enter text.