

REFERENCE FOR APPLICANT: ADMINISTRATIVE/MANAGERIAL

APPLICANT COMPLETES THE FOLLOWING:

TO: (NAME AND ADDRESS OF EMPLOYER /SUPERVISOR)

FROM: _____
 LAST 4 Digits of SS#: _____

The applicant named above is seeking employment in an administrative/managerial position in the Okaloosa Public Schools. The applicant claims to have worked under your supervision from _____ to _____ in the position as _____. We would appreciate your recording your assessment of this applicant's performance and return to the above address. The Okaloosa Public School System is interested in employing qualified individuals who have demonstrated their ability to perform well on the job and serve as good role models for students. Your honest, straight forward comments are appreciated and will be helpful in selecting the best applicant for employment.

APPLICANT'S AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize the addressed individual to furnish the School District of Okaloosa County, with information they may have concerning me which they have on record or otherwise. I do hereby release the addressed individuals connected therewith from all liability for any damage whatsoever incurred in furnishing such information.

Signed _____

SUPERVISOR OR EMPLOYER TO COMPLETE THE FOLLOWING. PLEASE USE THE REVERSE OF THIS FORM FOR ADDITIONAL COMMENTS. Please check each item in the appropriate column.

	UNKNOWN	BELOW EXPECTATIONS	MEETS EXPECTATIONS	MORE THAN EXPECTATIONS	OUTSTANDING
Proactive: (takes responsibility for work)					
Exhibits decisiveness:					
Committed to vision and mission of organization:					
Sensitive to others:					
Analyzes data:					
Makes decisions based on factual information:					
Resolves conflict:					
Shows and builds enthusiasm:					
Demonstrates concern for the organization:					
Adapts behavior to fit the Situation:					
Sets standards for self and others:					
Monitors tasks assigned to others:					
Holds high and positive expectations:					
Develops plan to achieve goals:					
Delegates tasks appropriately:					
Communicates in an open, honest manner:					
Expresses ideas in writing clearly:					
Is aware of the impact of decisions on the organization:					

What was the applicant's major responsibility while employed with you? _____

Did the applicant leave your employment? __Yes __No If yes, why? _____

Would you hire this individual? __Yes __No If yes, under what circumstances or conditions? _____

What would be your over-all evaluation of this applicant? _____

PRINTNAME _____

TITLE _____

SIGN _____

DATE _____