

**Richland School District**  
**CONFIDENTIAL ADMINISTRATIVE PROFESSIONAL REFERENCE FORM**

**APPLICANT INSTRUCTIONS:** It is the applicant's responsibility to forward this form to the evaluator and instruct the evaluator to send it directly to our District. The applicant should provide a stamped envelope addressed to the receiving district for the evaluator's use. The applicant then must read and sign the authorization below for the reference to be valid:

By asking for this reference I authorize any current or former employer, person, firm, corporation, educational or vocational institution, or government agency to provide any information regarding my employment/association to the Richland School District. I hereby release and discharge those who provide information from any and all liability as a result of furnishing and receiving this information. I agree that references and personal information which become a part of this application will be regarded as confidential and shall not be revealed or disclosed to me.

\_\_\_\_\_  
Applicant Signature (if available)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name – Please Print

**EVALUATOR INSTRUCTIONS:**

The above-named applicant has applied for an administrative position with the **Richland School District**. We ask that you carefully evaluate this individual in terms of your knowledge of him or her either as an employee or through other professional contacts.

Name of Evaluator (*please print*) \_\_\_\_\_

Evaluator's Title \_\_\_\_\_

Company or Organization \_\_\_\_\_

Telephone (    ) \_\_\_\_\_

Observation from \_\_\_\_\_ to \_\_\_\_\_

Applicant's position during this evaluation period: \_\_\_\_\_

Have you observed this applicant:    \_\_\_ very few times?    \_\_\_ equal to one year?    \_\_\_ several years?

**Please complete the evaluative grid on the other side of this form.**

# Richland School District

## CONFIDENTIAL ADMINISTRATIVE PROFESSIONAL REFERENCE FORM

**NAME OF APPLICANT:** \_\_\_\_\_ has applied for an administrative position with the Richland School District. We ask that you carefully evaluate the applicant in terms of your knowledge of the applicant as an employee or through other professional contacts.

| NOTE: Please rate the applicant in each of the following categories by comparing this individual with others of comparable training and experience.   | Upper 10% | Upper 25% but not Upper 10% | Upper 50% but not Upper 25% | Lower 50% but not Lowest 10% | Lowest 10% | No basis for Judgment |
|---|-----------|-----------------------------|-----------------------------|------------------------------|------------|-----------------------|
| <b>1. Leadership:</b> <ul style="list-style-type: none"> <li>• The applicant has demonstrated skills in leadership on a school or department-wide basis.</li> <li>• The applicant is viewed as an instructional leader by staff, students, and parents.</li> <li>• The applicant establishes, maintains, and enforces fair rules for student behavior.</li> <li>• The applicant establishes and maintains a school or department-wide environment conducive to the learning situation.</li> <li>• The applicant demonstrates a strong sense of responsibility toward the operation of the school/department as a whole. He/she takes the initiative in the conduct of school duties.</li> </ul> |           |                             |                             |                              |            |                       |
|   |           |                             |                             |                              |            |                       |
|   |           |                             |                             |                              |            |                       |
|   |           |                             |                             |                              |            |                       |
|   |           |                             |                             |                              |            |                       |
| <b>2. Administration/Management:</b> <ul style="list-style-type: none"> <li>• The applicant is well organized and thoroughly prepared. He/she has definite long-range plans based on specific objectives.</li> <li>• The applicant demonstrates effective written and oral communication skills.</li> <li>• The applicant is consistently positive, agreeable, and cooperative in relations with other staff members</li> </ul>   |           |                             |                             |                              |            |                       |
|   |           |                             |                             |                              |            |                       |
|   |           |                             |                             |                              |            |                       |
| <b>3. Finance:</b> <ul style="list-style-type: none"> <li>• The applicant has had successful experience managing a school/department budget</li> </ul>  |           |                             |                             |                              |            |                       |
| <b>4. Interest in Students, Staff and the Community:</b> <ul style="list-style-type: none"> <li>• The applicant has created effective means to involve parents in the educational process.</li> <li>• Multicultural: Accepts cultural and ethnic differences in students and adults</li> </ul>  |           |                             |                             |                              |            |                       |
|   |           |                             |                             |                              |            |                       |
| <b>5. Employment and Evaluation of Personnel:</b> <ul style="list-style-type: none"> <li>• The applicant has had training and demonstrated successful experience in the evaluation of staff.</li> </ul>   |           |                             |                             |                              |            |                       |
| <b>6. Professional Preparation and Scholarship:</b> <ul style="list-style-type: none"> <li>• The applicant formulates and achieves appropriate personal goals for professional improvement.</li> <li>• The applicant is receptive to change and demonstrates continued development.</li> <li>• The applicant solicits feedback.</li> <li>• The applicant presents him/herself in a professional manner at all times.</li> <li>• Modeling Appropriate Behavior: Professional appearance, poise, appropriate role model for the educational environment.</li> </ul>   |           |                             |                             |                              |            |                       |
|   |           |                             |                             |                              |            |                       |
|   |           |                             |                             |                              |            |                       |
|   |           |                             |                             |                              |            |                       |
|   |           |                             |                             |                              |            |                       |

**Overall rating of this candidate (check one):**    Excellent    Very Good    Good    Fair    Poor

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

**Evaluator's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

Thank you for assisting us in evaluating this applicant. Please return completed form to:  
 Richland School District  
 Human Resources  
 615 Snow Avenue  
 Richland, WA 99352