

# Hockinson School District No. 98

## ADMINISTRATIVE CONFIDENTIAL PROFESSIONAL REFERENCE INSERT A

**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(s) for the evaluator's use. The applicant then must read and sign the authorization below for the reference to be valid:

*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 **Hockinson School District**. I hereby release and discharge those who provide information and the designated school districts 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 required)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(applicant print name)

**EVALUATOR INSTRUCTIONS:**

The above-named applicant has applied for an administrative position with the **Hockinson 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 \_\_\_\_\_

Phone Number \_\_\_\_\_

Observed From \_\_\_\_\_ To \_\_\_\_\_

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

Have you observed this applicant ☐ Very Few Times? ☐ Equal to One Year? ☐ Several Years?

If you had the opportunity to rehire this applicant, would you?: ☐ Yes ☐ No

<b>Please complete the evaluative grid on the other side of this form.</b>
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# Hockinson School District No. 98

## ADMINISTRATIVE CONFIDENTIAL PROFESSIONAL REFERENCE

### INSERT A

**Name of Applicant** \_\_\_\_\_ has applied for an administrative position with the **Hockinson 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.

<b>NOTE: Please rate the applicant in each of the following categories by comparing this individual with others of comparable training and experience.</b>	<b>Upper 10%</b>	<b>Upper 25% but not Upper 10%</b>	<b>Upper 50% but not Upper 25%</b>	<b>Lower 50% but not Lower 10%</b>	<b>Lowest 10%</b>	<b>No basis for Judgment</b>
<b>1. Leadership:</b> ● The applicant has demonstrated skills in leadership on a school or department-wide basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● The applicant is viewed as an instructional leader by staff, students, and parents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● The applicant establishes, maintains, and enforces fair rules for student behavior.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● The applicant establishes and maintains a school or department-wide environment conducive to the learning situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Administration/Management:</b> ● The applicant is well organized and thoroughly prepared. He/she has definite long-range plans based on specific objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● The applicant demonstrates effective written and oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● The applicant is consistently positive, agreeable, and cooperative in relations with other staff members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Finance:</b> ● The applicant has had successful experience managing a school/department budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Interest in Students, Staff and the Community:</b> ● The applicant has created effective means to involve parents in the educational process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● <b>Multicultural:</b> Accepts cultural and ethnic differences in students and adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Employment and Evaluation of Personnel:</b> ● The applicant has had training and demonstrated successful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Professional Preparation and Scholarship:</b> ● The applicant formulates and achieves appropriate personal goals for professional improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● The applicant is receptive to change and demonstrates continued development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● The applicant solicits feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● The applicant presents him/herself in a professional manner at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● <b>Modeling Appropriate Behavior:</b> Professional appearance, poise, appropriate role model for the educational environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Comments \_\_\_\_\_

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

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

Thank you for assisting us in evaluating this applicant. Please return completed form to: **Personnel Director, Hockinson School District, 17912 N.E. 159th Street, Brush Prairie, WA 98606 or Fax (360) 448-6409**

**Hockinson School District No. 98**  
**APPLICATION QUESTIONS**

**INSERT B**

Last Name	<input type="text"/>	First Name	<input type="text"/>	Initial	<input type="text"/>
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In the space below and in your own handwriting, respond to the following two (2) questions:

1. State briefly your strengths as an educational leader.

**2. Describe what you see as critical issues facing our schools today.**