

RETURN ACTIVE

Return to: Richard Smart  
Oakland Mills High School  
9410 Kilimanjaro Road  
Columbia, MD 21045

All materials submitted for application purposes become the property of the Howard County Public School System. Copies will not be released to anyone.

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

EMPLOYMENT/PROFESSIONAL REFERENCE

TO: _____ _____ _____	Applicant's Name: _____
	Position Held: _____
	From: _____ To: _____
	If the above applicant was your employee, state the reason for his/her leaving. _____

The person named above has applied for a position with the Howard County Public School System. Please evaluate his/her performance using the criteria below. This information will be handled in a confidential manner.

I hereby authorize (Employer) \_\_\_\_\_ to release the information requested below to the Howard County Public School System.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PERFORMANCE CRITERIA

4 Highly Effective      3 Effective      2 Not Effective      1 No Basis for Judgment  
(Circle One)

- 4 3 2 1 Meets others with graciousness and ease
- 4 3 2 1 Exhibits tact in difficult situations
- 4 3 2 1 Is conscientious, dependable and punctual
- 4 3 2 1 Demonstrates mature judgment and a high degree of professionalism
- 4 3 2 1 Seeks relevant data and analyzes information to determine solutions to problems
- 4 3 2 1 Demonstrates strength in leadership skills
- 4 3 2 1 Establishes relationships with colleagues, students, parents, and community which reflect recognition of and respect for every individual

PERSONAL QUALITIES

4 Excellent      3 Acceptable      2 Not Acceptable      1 Do Not Know

4 3 2 1 Maturity      4 3 2 1 Sensitive to feelings of others      4 3 2 1 Perceptiveness

4 3 2 1 Appearance      4 3 2 1 Initiative      4 3 2 1 Alertness

4 3 2 1 Ability to communicate      4 3 2 1 Professional attitude      4 3 2 1 Honesty in relationships

Would you re-employ this person without reservation? Yes___ No___ If no, please state your reason. _____	Do you know of any specific reason why this applicant would not make a desirable employee? Yes___ No___ If yes, please state your reason. _____
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PLEASE FEEL FREE TO USE BACK OF SHEET FOR ADDITIONAL COMMENTS.

Name (Please Print)	Position Title	Name of Company
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Employer's Signature	Date	Telephone
Rev 09/03		<b>GENERAL</b>