

ADMINISTRATIVE PERSONNEL REFERENCE

Georgetown County School District
Office of Human Resources
2018 Church Street
Georgetown, South Carolina 29440

_____ has applied for inclusion in the Administrative Pool of Georgetown County School District. Your name has been listed as a reference. Please complete this form indicating to the best of your knowledge, characteristics of this individual applicable to an administrative position.

WAIVER OF ACCESS. I, the undersigned, waive the right to personal access to review this recommendation form.

Signature of Applicant

Date

PART ONE

Directions: Respond to each item by **circling** the number that best matches the development of the applicant on each competency. One (1) indicates little or no development and ten (10) indicates complete development.

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|----|--|---|---|---|---|---|---|---|---|---|----|
| 1. | Proactive Orientation – Sees self as “in-control”, readily takes full responsibility for all aspects of the situation; initiates action and gets activities underway; sense of control. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 2. | Decisiveness – A readiness to make decisions and commit oneself to decide and take action. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 3. | Commitment to School Mission – Holds a set of values about the school mission. Behavior is consistent with values despite barriers. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 4. | Interpersonal Search – Is able to discover, understand and verbalize, and is sensitive to concepts, thoughts, and ideas held by others. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 5. | Information Search – Searches for and gathers many different kinds of information before arriving at an understanding. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 6. | Managing Interaction – Ability to stimulate others to interact. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 7. | Persuasiveness – The ability to persuade others by a variety of means. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 8. | Concern for Image – Shows concern for the image of the school via the impressions created by students and staff and successfully manages these impressions. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 9. | Tactical Ability – States the rationale for using particular strategies. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

10. <u>Achievement Motivation</u> – Results oriented.	1	2	3	4	5	6	7	8	9	10
11. <u>Management Control</u> – Devises opportunities to receive adequate and timely feedback about the progress or work accomplishments of others.	1	2	3	4	5	6	7	8	9	10
12. <u>Developmental Orientation</u> – Develops the skills of self and subordinates in order to Improve performance.	1	2	3	4	5	6	7	8	9	10
13. <u>Organizational Ability</u> – Sets plans and priorities to accomplish goals. Schedules activities and the use of human and other resources for accomplishing goals.	1	2	3	4	5	6	7	8	9	10
14. <u>Delegation</u> – Delegates both responsibility and authority clearly and appropriately in the utilization of human resources.	1	2	3	4	5	6	7	8	9	10
15. <u>Self-Presentations</u> – The ability to make clear oral presentations using effective verbal and nonverbal skills to communicate.	1	2	3	4	5	6	7	8	9	10
16. <u>Written Communication</u> – Clear, concise, and properly structured written communication.	1	2	3	4	5	6	7	8	9	10
17. <u>Organizational Sensitivity</u> – The awareness of the effects of one’s behavior and decisions on other people and other groups in and outside the organization.	1	2	3	4	5	6	7	8	9	10
18. <u>Relationships</u> – Is able to build rapport with faculty, staff, students and community.	1	2	3	4	5	6	7	8	9	10

PART TWO

1. If this candidate were applying for an administrative position in your school district, would you recommend him/her for employment? _____ Yes _____ No If no, why not? _____

2. To your knowledge, has this candidate ever failed to be recommended or re-elected as a teacher or administrator? _____ Yes _____ No If yes, please comment. _____

Signed _____ Date _____

Position _____

Address _____

Please return this form within ten (10) days to: **Executive Director for Human Resources
Georgetown County School District
2018 Church Street
Georgetown, South Carolina 29440**

(The Georgetown County School District is an Equal Opportunity Employer)