

Hamblen County DOE
210 East Morris Blvd.
Morristown, TN 37813

To The Referencing Individual: Please Check one of the following:

I waive my right of confidentiality on this document.
 All information contained on this document must remain confidential and may not be released to the applicant.

EMPLOYMENT REFERENCE FORM

To the referencing individual: The below named individual is applying for a position with Hamblen County Department of Education. Your answers and comments to the questions below and ratings on the categories listed on the reverse side of this form are appreciated. Please mail this form directly to Hamblen County DOE, attention Personnel, or fax to 423-586-7760.

APPLICANTS FULL NAME _____

APPLICANTS ADDRESS _____

POSITION APPLYING FOR _____

NARRATIVE COMMENTS

1. For how long and in what capacity have you known this candidate?
2. To your knowledge, has this applicant ever failed to be re-elected, been dismissed, or asked to resign? If "Yes" please explain.
3. Is there any reason this applicant would be undesirable as a teacher with Hamblen County Schools. If "Yes" please explain.
4. If you were in a position to employ this applicant, would you do so?
5. Please state any general remarks you may wish to make to assist us in evaluating the suitability of this applicant for employment.
6. In your opinion, at what level would this applicant perform best?
Primary
Elementary
Middle School
High School
7. Have you seen this applicant teach? If "Yes" how often did you observe this applicant teach?

Signature _____ Date _____

Name Printed _____ Email _____

Official Position _____ Telephone _____

Name of Company, Institution or School System _____

Please circle the appropriate number according to the following scale.

Rating scale: 4 = Exemplary, 3 = Above Average, 2 = Satisfactory, 1 = Marginal, 0 = No Opportunity to Observe

JOB PERFORMANCE

Instruction

1. Management of instructional time	4	3	2	1	0
2. Presentation of instruction	4	3	2	1	0
3. Assumption of non-instructional duties	4	3	2	1	0
4. Utilization of goals/objectives	4	3	2	1	0
5. Evidence of long range/strategic planning	4	3	2	1	0
6. Ability to construct comprehensive lesson plans	4	3	2	1	0

Teaching

1. Teaching strategies consistent with stated objectives	4	3	2	1	0
2. Teaching techniques appropriate	4	3	2	1	0
3. Teaching techniques include multimedia tactics	4	3	2	1	0
4. Motivation of learners evident	4	3	2	1	0
5. Evidence of appropriate individual instruction	4	3	2	1	0
6. Evidence of commitment to/ enthusiasm for teaching	4	3	2	1	0

Classroom Management

1. Management of student behavior	4	3	2	1	0
2. Organization of classroom	4	3	2	1	0
3. Positive discipline procedures	4	3	2	1	0
4. Facility care	4	3	2	1	0
5. Interaction with students	4	3	2	1	0

Student Evaluation

1. Monitoring of student performance	4	3	2	1	0
2. Provision for student feedback	4	3	2	1	0
3. Knowledge of evaluation process	4	3	2	1	0
4. Adjustment of evaluation for special needs students	4	3	2	1	0

Skill and knowledge

1. Oral/written communication	4	3	2	1	0
2. Application of Tennessee Comprehensive Curriculum Guide skills	4	3	2	1	0
3. Knowledge of subject(s) taught	4	3	2	1	0
4. Technology/computer expertise	4	3	2	1	0
5. Evidence of professional growth/development	4	3	2	1	0
6. Scholarship	4	3	2	1	0
7. Decision-making skills	4	3	2	1	0

Personal Factors

1. Responsibility	4	3	2	1	0
2. Common Sense	4	3	2	1	0
3. Dependability	4	3	2	1	0
4. Promptness	4	3	2	1	0
5. Enthusiasm	4	3	2	1	0
6. Tact	4	3	2	1	0
7. Initiative	4	3	2	1	0
8. Staff Relationship	4	3	2	1	0
9. Attendance	4	3	2	1	0
10. Self control	4	3	2	1	0
11. Willingness to accept criticism	4	3	2	1	0
12. Ability to work without close supervision	4	3	2	1	0
13. Ability to work with others	4	3	2	1	0
14. Loyalty and cooperation	4	3	2	1	0
15. Voice quality	4	3	2	1	0
16. Character (general conduct, ethics, morals)	4	3	2	1	0
17. Personality	4	3	2	1	0
18. Personal appearance (dress, grooming)	4	3	2	1	0
19. Health and physical energy	4	3	2	1	0
20. Overall attitude	4	3	2	1	0