

Please circle the appropriate number according to the following scale:

RATING SCHEDULE: 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

| | | | | | |
|--|---|---|---|---|---|
| 7. Teaching strategies consistent with stated objectives | 4 | 3 | 2 | 1 | 0 |
| 8. Teaching techniques appropriate | 4 | 3 | 2 | 1 | 0 |
| 9. Teaching techniques include multimedia tactics | 4 | 3 | 2 | 1 | 0 |
| 10. Motivation of learners evident | 4 | 3 | 2 | 1 | 0 |
| 11. Evidence of appropriate individual instruction | 4 | 3 | 2 | 1 | 0 |
| 12. Evidence of commitment to/enthusiasm for teaching | 4 | 3 | 2 | 1 | 0 |

Classroom Management

| | | | | | |
|------------------------------------|---|---|---|---|---|
| 13. Management of student behavior | 4 | 3 | 2 | 1 | 0 |
| 14. Organization of classroom | 4 | 3 | 2 | 1 | 0 |
| 15. Positive discipline procedures | 4 | 3 | 2 | 1 | 0 |
| 16. Facility care | 4 | 3 | 2 | 1 | 0 |
| 17. Interaction with students | 4 | 3 | 2 | 1 | 0 |

Student Evaluation

| | | | | | |
|---|---|---|---|---|---|
| 18. Monitoring of student performance | 4 | 3 | 2 | 1 | 0 |
| 19. Provision for student feedback | 4 | 3 | 2 | 1 | 0 |
| 20. Knowledge of evaluation processes | 4 | 3 | 2 | 1 | 0 |
| 21. Adjustment of evaluation for special needs students | 4 | 3 | 2 | 1 | 0 |

Skills and Knowledge

| | | | | | |
|---|---|---|---|---|---|
| 22. Oral/written communication | 4 | 3 | 2 | 1 | 0 |
| 23. Application of <i>Tenn. Comprehensive Curriculum Guide</i> skills | 4 | 3 | 2 | 1 | 0 |
| 24. Knowledge of subject(s) taught | 4 | 3 | 2 | 1 | 0 |
| 25. Technology/computer expertise | 4 | 3 | 2 | 1 | 0 |
| 26. Evidence of professional growth/development | 4 | 3 | 2 | 1 | 0 |
| 27. Scholarship | 4 | 3 | 2 | 1 | 0 |
| 28. 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 relationships | 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 |

HAMBLLEN COUNTY SCHOOLS
210 East Morris Boulevard
Morristown, Tennessee 37813

TO THE REFERENCING INDIVIDUAL: Please check one of the following statements
 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:

Your candid opinion of the below named individual who is applying for a position in our school system is solicited. Your answers and comments to the questions below and ratings on the categories listed on the reverse side of this form will be appreciated.

Please mail this form directly to Hamblen County Schools, attention Personnel Employment.

APPLICANT'S FULL NAME _____

APPLICANT'S ADDRESS _____

POSITION APPLYING FOR _____

NARRATIVE COMMENTS

1. Have you seen this applicant teach? Yes____ No____ How often observed? _____

2. For how long and in what capacity have you known this candidate?

3. To your knowledge, has this applicant ever failed to be reelected, been dismissed, or asked to resign? Yes____ No____
If yes, please explain.

4. Is there any reason this applicant would be undesirable as a teacher? Yes____ No____
If yes, please explain.

5. If you were in a position to employ this applicant, would you do so? Yes____ No____

6. In your opinion, at what level would this applicant perform best?
Primary____ Elementary____ Middle School____ High School

7. Please state any general remarks you may wish to make to assist us in evaluating the suitability of this applicant for employment.

SIGNATURE _____ DATE _____

OFFICIAL POSITION _____ TELEPHONE NUMBER () _____

NAME OF INSTITUTION OR SCHOOL SYSTEM _____

The Hamblen County Department of Education is an equal opportunity employer. Discrimination is prohibited on the basis of race, sex, color, religion, national origin, age, or disability status.