

ADMINISTRATIVE REFERENCE FORM

TO: _____
(Name of Reference)

I have applied for the position of _____ with Norfolk Public Schools and hereby authorize Norfolk Public Schools to contact the above reference. I waive any right I may have to compel the board and/or department of human resources to disclose the contents of the evaluation.

Applicant's Name (please print): _____

Applicant's Present Position: _____

Applicant Signature: _____ Date: _____

TO: The Evaluator (Reference)

FROM: Dr. Patricia H. Dillard, Senior Director, Human Resources

Your rating of the applicant will be handled in a highly confidential manner; therefore it will not be seen by the person being rated. Because your overall evaluation will count one-tenth of the individual's score, please take time to complete the form carefully and honestly. Check the blocks which best apply to the applicant and return the form immediately in an envelope. Thank you.

**NORFOLK PUBLIC SCHOOLS
ADMINISTRATIVE
REFERENCE
FORM**

| | O U T S T A N D I N G | A B O V E A V E R A G E | A V E R A G E | B E L O W A V E R A G E | U N K N O W N |
|---|---|--|---------------------------------|--|---------------------------------|
| PROFESSIONAL QUALITIES | | | | | |
| Professional Competence | | | | | |
| Knowledge of field of speciality | | | | | |
| Ability to apply knowledge in work situations | | | | | |
| Has sound knowledge of child development with ability to maintain constant, just, and accepted discipline | | | | | |
| Leadership Ability | | | | | |
| Demonstrates ability to function as a group leader | | | | | |
| Professional Development | | | | | |
| Exhibits enthusiasm for profession and continues to develop professionally through experimentation, study, travel, and participation in professional activities | | | | | |
| HUMAN RELATIONSHIPS: Interacts well with all ethnic groups regardless of their cultural, intellectual or academic status | | | | | |
| With Pupils | | | | | |
| With Parents | | | | | |
| With Colleagues | | | | | |
| PUBLIC RELATIONS | | | | | |
| Possesses a knowledge of public relations techniques and works harmoniously with all segments of the community | | | | | |

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Administrative Reference Form

| | O U T S T A N D I N G | A B O V E A V E R A G E | A V E R A G E | B E L O W A V E R A G E | U N K N O W N |
|--|---|--|---------------------------------|--|---------------------------------|
| PERSONAL CHARACTERISTICS | | | | | |
| Stamina | | | | | |
| Self-confidence | | | | | |
| Has ability to make decisions and accept and carry out responsibility | | | | | |
| Open-minded toward change | | | | | |
| Communications | | | | | |
| Cooperation: Puts forth a genuine effort to work cooperatively with staff members, resource personnel and administrators | | | | | |
| Personality | | | | | |
| Friendliness | | | | | |
| Enthusiasm | | | | | |
| Courtesy | | | | | |
| Disposition | | | | | |

COMMENTS: _____

Signature: _____

Position: _____

Date: _____