



## Confidential Employee Reference Form ~ Classified

### Stanwood-Camano School District No. 401

26920 Pioneer Highway, Stanwood, WA 98292  
 (360) 629-1200 FAX: (360) 629-1484

**Applicant Directions:** Complete the release information below and forward this form to your most recent supervisor(s).

I am an applicant for a classified position with the Stanwood-Camano School District. Please state your opinion of my abilities on this form. I hereby release and discharge the school district or company referenced herein, the Stanwood-Camano School District, and all of those who provide information about me from any liability as a result of furnishing and receiving this information.

\_\_\_\_\_  
 Print Full Legal Name

\_\_\_\_\_  
 Social Security Number

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**Reference Directions:** This reference is confidential and will not be shared with the applicant. Circle the appropriate response and complete the information. A rating of “9” on a 1-10 scale indicates that the candidate is at the 90<sup>th</sup> percentile (upper 10%); a rating of “5” places the candidate at the 50<sup>th</sup> percentile (about middle); and a rating of “1” places the candidate at the 10<sup>th</sup> percentile (lower 10%) as compared to other professionals with whom the evaluator has worked. Any specific comments that support your rating would be appreciated. Thank you for your time.

#### Personal

1	Adapts to new situations readily	1	2	3	4	5	6	7	8	9	10	N/A
2	Projects a relaxed and confident manner when leading or working in front of a group of adults	1	2	3	4	5	6	7	8	9	10	N/A
3	Displays a high degree of professional ethics and moral character	1	2	3	4	5	6	7	8	9	10	N/A
4	Constantly seeks ways to improve professional skills	1	2	3	4	5	6	7	8	9	10	N/A
5	Assumes responsibility and carries out tasks efficiently	1	2	3	4	5	6	7	8	9	10	N/A
6	Competent in organizational skills (i.e. planning, scheduling, and managing details)	1	2	3	4	5	6	7	8	9	10	N/A

#### Leadership

7	Persistent in working toward clear goals	1	2	3	4	5	6	7	8	9	10	N/A
8	Participates freely in group discussions	1	2	3	4	5	6	7	8	9	10	N/A
9	Ability to make and be responsible for decisions	1	2	3	4	5	6	7	8	9	10	N/A
10	Ability to diagnose problems and gather the support of others in problem-solving	1	2	3	4	5	6	7	8	9	10	N/A

#### Communication

11	Communicates using clear verbal instructions and explanations	1	2	3	4	5	6	7	8	9	10	N/A
12	Transmits written ideas clearly and effectively	1	2	3	4	5	6	7	8	9	10	N/A

(Continued)

Human Relations												
13	Builds student self-esteem and is respectful when working with children	1	2	3	4	5	6	7	8	9	10	N/A
14	Is skilled in interpersonal relation techniques	1	2	3	4	5	6	7	8	9	10	N/A
15	Manages conflict productively and resolves problems in a timely and professional manner	1	2	3	4	5	6	7	8	9	10	N/A

Overall Impression												
16	Overall impression of this person's qualifications as a potential candidate for this position	1	2	3	4	5	6	7	8	9	10	N/A

How long have you known this candidate and in what capacity? \_\_\_\_\_

In your opinion, what are the individual's greatest strengths: \_\_\_\_\_

In your opinion, what area(s) does this individual most need to improve or to grow professionally: \_\_\_\_\_

Has this person ever been on a Plan of Improvement, disciplined, or dismissed? \_\_\_\_\_

Comments: \_\_\_\_\_

Reference Information:			
_____	_____	_____ (____) _____	
Printed Name of Individual Completing Form	Title	Telephone Number	
_____			
School District/Company Name			
_____			
_____	_____	_____	_____
Address	City	State	Zip Code
_____			
_____	_____		
Signature	Date		