



Confidential Employee Reference Form
Classified Administrator
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 an administrative 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 90th percentile (upper 10%); a rating of “5” places the candidate at the 50th percentile (about middle); and a rating of “1” places the candidate at the 10th 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
11	Flexibility in using a variety of leadership styles in appropriate situations	1	2	3	4	5	6	7	8	9	10	N/A

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

(Continued)

Human Relations												
14	Builds student self-esteem and is respectful when working with children	1	2	3	4	5	6	7	8	9	10	N/A
15	Displays loyalty in the best interest of the profession, school, and district	1	2	3	4	5	6	7	8	9	10	N/A
16	Is skilled in interpersonal relation techniques	1	2	3	4	5	6	7	8	9	10	N/A
17	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												
18	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 (To be completed/signed by person providing reference):			
_____	_____	(____)	_____
Printed Name of Individual Completing Form	Title	Telephone Number	
School District/Company Name _____			
Address _____	City _____	State _____	Zip Code _____
Signature _____	Date _____		