

**Department of Recruitment and Staffing
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850**

**REFERENCE FOR APPLICANT FOR:
IRT/Resource Teacher (Secondary), Resource Counselor,
Media Specialist, Counselor, Reading Specialist**

INSTRUCTIONS: This form is to be completed by a principal, a resource teacher or instructional specialist, and a coordinator/supervisor to provide an evaluation of an applicant for the position requested. The completed form should be submitted to the Director, Department of Recruitment and Staffing, within five days of receipt of the request from the applicant. Information provided is CONFIDENTIAL.

Name of Applicant _____ Employee # or last 4 digits of SSN _____
Last First Middle

Current School Name _____ Present Assignment (subject and level) _____

Location Requested _____ Position Requested _____

Evaluation of Candidate (click for appropriate evaluation of each trait).

Trait	Superior	Very Good	Good	Fair	Poor	Do Not Know
Relationships with parent						
Relationships with children						
Relationships with coworkers						
Knowledge of instructional program						
Knowledge of school system						
Knowledge of community resources						
Leadership skills						
Communication skills						
Conceptual/problem-solving skills						

Recommendation:

Highly recommended Not recommended (list reason below) Recommended Defer (list reason below)

Basis for recommendation. (Specific examples of candidate's behavior with regard to traits identified above.)

_____ /_____/_____
Signature Position/Location Date

Name of Person completing form _____

Relationship to applicant _____ Phone _____ - _____ - _____