

COLLEAGUE REFERENCE – to be completed by a co-worker

Applicant's name _____

The above named applicant is being considered for a teaching position at Desert Christian Academy. In this evaluation, please include any information that you feel is pertinent, and remember that your prompt appraisal of the candidate will help ensure full consideration. This reference is confidential, please email, mail or fax a completed form to byoung@desertchristianacademy.org, **Desert Christian Academy, 40-700 Yucca Lane, Bermuda Dunes, CA 92203. Fax (760) 345-81731.**

1. Please rate the applicant in each of the following areas:

Personal Qualities	Superior	Above Average	Average	Below Average	N/A
Professional dress & appearance					
Courtesy & tact					
Enthusiasm					
Emotional stability					
Honesty					
Sense of humor					
Student rapport					
Parent rapport					
Flexibility					

Professional Qualities	Superior	Above Average	Average	Below Average	N/A
Promptness					
Initiative					
Willingness to Cooperate					
Dependability					

Instructional Proficiency	Superior	Above Average	Average	Below Average	N/A
Mastery of subject matter					
Lesson preparation and planning					
Ability to stimulate student interest					
Variety in classroom procedures					
Use of projects, demonstrations, etc					
Evaluating instructional outcomes					

Classroom Management	Superior	Above Average	Average	Below Average	N/A
Ability to direct/control learning activities					
Ability to promote class cooperation					
Attention to routine matters					
Ability to maintain satisfactory classroom morale					
Ability to maintain good discipline					

COLLEAGUE REFERENCE – continued

2. Please include additional comments to expand or qualify your appraisal of the applicant.

3. Would you employ (or rehire) the candidate to teach your students? Please explain.

4. How long have you known the applicant and in what capacity?

5. I recommend do not recommend recommend with reservation

this individual for employment at Desert Christian Academy.

Name _____ Position/occupation _____

Phone _____ Email _____

Address _____
street city state zip

Signature _____