

AUSTIN INDEPENDENT SCHOOL DISTRICT

PID # _____
Date _____

NONTEACHING PROFESSIONAL ASSESSMENT FORM

To: _____

_____ has applied for the position of _____ in the Austin Independent School District. We are asking you to give us your assessment of this person's performance in your situation. Please return this form to the Director of Recruiting, Staffing, Hiring, via mail to Austin Independent School District, 1111 West 6th Street, Austin, TX 78703, or via fax to (512) 499-0270.

Sincerely yours,
Meria Joel Carstarphen, Ed.D.
Superintendent of Schools

"I have applied for employment with the Austin Independent School District. I hereby give the District permission to make inquiries of references and former employers concerning my performance in the past and general character. I agree that the information requested will not become a part of my personnel file if I am employed by the District. I further agree that the information will not be disclosed to me, but it will be treated as confidential by the District. I waive any right to see this information."

Applicant's Signature

		10%	20%	40%	20%	10%	
DIRECTIONS: The following criteria describe professionals who achieve success. Based on performance information, the reference giver should circle the number which most nearly describes the applicant's effectiveness in meeting each of the criteria. In rating, it should be assumed that only about 10% of the professionals on a staff ever reach the "outstanding" level. Percentages are also suggested for the other levels on the scale. (For inexperienced professionals, the assessment should be made in terms of the normal competency levels of those entering the education profession.)	INSUFFICIENT INFORMATION	CLEARLY OUTSTANDING	EXCEEDING EXPECTATIONS	SATISFACTORY	BELOW EXPECTATIONS	UNSATISFACTORY	NOT APPLICABLE
I. PLANNING							
A. Assesses needs/problems.	X	5	4	3	2	1	X
B. Sets goal and objectives.	X	5	4	3	2	1	X
C. Selects resources which reflect budget and needs.	X	5	4	3	2	1	X
D. Organizes activities and materials for efficient time use and effective outcomes.	X	5	4	3	2	1	X
E. Is well prepared for meetings.	X	5	4	3	2	1	X
II. IMPLEMENTING/MANAGING							
A. Complies with district and campus policies, procedures, and routines.	X	5	4	3	2	1	X
B. Complies with State and Federal laws and guidelines applying to area(s) of responsibility.	X	5	4	3	2	1	X
C. Works effectively with community agencies and others.	X	5	4	3	2	1	X
D. Works effectively with district personnel.	X	5	4	3	2	1	X
E. Works effectively with students.	X	5	4	3	2	1	X
F. Works effectively with parents.	X	5	4	3	2	1	X
G. Provides effective staff development and training.	X	5	4	3	2	1	X
H. Plans and provides student instruction based on assessed needs.	X	5	4	3	2	1	X
I. Keeps accurate and up-to-date records.	X	5	4	3	2	1	X
J. Uses appropriate testing and/or evaluation methods.	X	5	4	3	2	1	X
K. Analyzes/interprets information appropriately.	X	5	4	3	2	1	X
L. Evaluates/monitors in areas of responsibility.	X	5	4	3	2	1	X
M. Uses management procedures which promote accomplishment of goals.	X	5	4	3	2	1	X
N. Carries out other activities as assigned.	X	5	4	3	2	1	X
III. PRODUCTIVITY/OUTCOMES							
A. Meets deadlines.	X	5	4	3	2	1	X
B. Completes tasks accurately.	X	5	4	3	2	1	X
C. Establishes/achieves standards set for position.	X	5	4	3	2	1	X
D. Helps to accomplish department district goals.	X	5	4	3	2	1	X
E. Promotes student learning.	X	5	4	3	2	1	X

(over)

IV. PERSONAL/INTERPERSONAL							
A. Demonstrates regular work attendance.	X	5	4	3	2	1	X
B. Performs physical duties necessary for the job.	X	5	4	3	2	1	X
C. Exhibits poise and self-control.	X	5	4	3	2	1	X
D. Uses good judgment/behaves realistically.	X	5	4	3	2	1	X
E. Is punctual.	X	5	4	3	2	1	X
F. Exhibits an overall positive attitude towards others and the job.	X	5	4	3	2	1	X
G. Interacts with others effectively and honestly.	X	5	4	3	2	1	X
V. PROFESSIONALISM							
A. Demonstrates professional growth.	X	5	4	3	2	1	X
B. Maintains confidentiality.	X	5	4	3	2	1	X
C. Applies professional knowledge to job.	X	5	4	3	2	1	X
D. Accepts responsibility in job areas.	X	5	4	3	2	1	X
VI. COMMUNICATION							
A. Uses standard oral and written language appropriately.	X	5	4	3	2	1	X
B. Writes in an understandable, organized, and clear style.	X	5	4	3	2	1	X
C. Speaks in a clear and understandable manner.	X	5	4	3	2	1	X
D. Demonstrates effective listening skills.	X	5	4	3	2	1	X
E. Conducts effective meetings and conferences.	X	5	4	3	2	1	X
F. Keeps others informed.	X	5	4	3	2	1	X

VII. GENERAL EVALUATIVE STATEMENT (Please use this space to give additional information about the applicant.)

Recommendation: Would you recommend this applicant for employment? Yes ____ No ____

Signed _____ Date _____

Title _____

Address _____