

AUSTIN INDEPENDENT SCHOOL DISTRICT

SS# _____

Date: _____

ADMINISTRATOR 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 read the directions below carefully before completing the assessment form. This assessment is confidential and will not be open to the applicant's inspection. Please return this form to the Director of Recruiting, Staffing, Hiring, Austin Independent School District, via mail to 1111 West 6th Street, Austin, Texas 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 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 _____ Soc. Sec. # _____

DIRECTIONS: The following are skill areas which we believe are important for administrators. Based on performance information, the reference giver should circle the number which most nearly describes the applicant's effectiveness in each skill area.	Outstanding	Strong	Good/Expected	Minimally Acceptable	Unacceptable	Information not available
PROBLEM ANALYSIS – Ability to seek out relevant data and analyze complex information to determine the important elements of a problem situation; searching for information with a purpose.	5	4	3	2	1	0
JUDGMENT – Ability to reach logical conclusions and make high quality decisions based on available information; skill in identifying educational needs and setting priorities; ability to critically evaluate written communications.	5	4	3	2	1	0
ORGANIZATIONAL ABILITY – Ability to plan, schedule, and control the work of others; skill in using resources in an optimal fashion; ability to deal with a volume of paperwork and heavy demands on one's time.	5	4	3	2	1	0
DECISIVENESS – Ability to recognize when a decision is required (disregarding the quality of the decision) and to act quickly.	5	4	3	2	1	0
LEADERSHIP – Ability to get others involved in solving problems; ability to recognize when a group requires direction, to effectively interact with a group to guide them to accomplish a task.	5	4	3	2	1	0
SENSITIVITY – Ability to perceive the needs, concerns, and personal problems of others; skill in resolving conflicts/ tact in dealing with persons from different backgrounds; ability to deal effectively with people concerning emotional issues; knowing what information to communicate and to whom.	5	4	3	2	1	0
STRESS TOLERANCE – Ability to perform under pressure and during opposition; ability to think on one's feet.	5	4	3	2	1	0
ORAL COMMUNICATION - Ability to make a clear oral presentation of facts or ideas.	5	4	3	2	1	0
WRITTEN COMMUNICATION – Ability to express ideas clearly in writing; to write appropriately for different audiences – students, teachers, parents, et al	5	4	3	2	1	0
RANGE OF INTERESTS – Competence to discuss a variety of subjects – educational, political, current events, economic, etc.; desire to actively participate in events.	5	4	3	2	1	0
PERSONAL MOTIVATION – Need to achieve in all activities attempted; evidence that work is important in personal satisfaction; ability to be self-policing.	5	4	3	2	1	0
EDUCATIONAL VALUES – Possession of a well-reasoned educational philosophy; receptiveness to new ideas and change.	5	4	3	2	1	0

GENERAL RATING OF THE CANDIDATE AS A POTENTIAL ADMINISTRATOR (Circle One).

I believe his/her potential is:

- a) Outstanding
- b) Strong
- c) Average candidate for the position
- d) Minimally acceptable
- e) Unacceptable

Would you employ the applicant again? _____

In what capacity do you know the applicant? _____

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 _____