

# PROFESSIONAL REFERENCE FOR EDUCATORS

Carroll College Career Services

1601 North Benton Avenue

Helena, MT 59625

\_\_\_\_\_ is requesting a **confidential** recommendation. S/he has waived the right to view this recommendation.

\_\_\_\_\_ is requesting a **non-confidential** recommendation. S/he has retained the right to view this recommendation.

Name of Reference (please type) \_\_\_\_\_

Position \_\_\_\_\_

How long have you known the applicant and in what capacity: \_\_\_\_\_

**I. Place an check in the space opposite each description that best characterizes the applicant.**

	Outstanding	Above Average	Average	Needs Improvement	Not Observed
Enthusiasm					
Poise					
Patience					
Resourcefulness					
Dependability					
Creativity					
Overall teaching effectiveness					
Professional attitude					

**II. Briefly comment on the following characteristics as they apply to the candidate.**

(1) Attitude toward children and/or teenagers:

(2) Judgment and tact:

(3) Classroom control and management:

(4) Classroom preparation and knowledge of subject fields:

(5) Skills in the use of oral and written English:

(6) Use of good teaching techniques:

**III. Recommendation: (check one)**

Recommend without reservation.

Recommend.

Hesitate to recommend.

**Please make any additional remarks that you feel would be valuable to a prospective employer.**

Signature: \_\_\_\_\_ Organization \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Title: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to: Carroll College Career Services, 1601 North Benton Avenue Helena, MT 59625  
Phone Contact: 406-447-5532 or 1-800-992-3648