



RICHARDSON INDEPENDENT SCHOOL DISTRICT
Campus Administrator Reference Form
 For the position of Principal or Assistant Principal

Applicant _____

Position Applied For _____

How long have you known the applicant? From _____ To _____

The applicant's position in your school/business was: _____

What was your official relationship with the applicant? _____

Would you employ/re-employ this person? _____

APPLICANT'S CHARACTERISTICS	Unknown	Below Average	Average	Above Average	Superior
General appearance					
Personality					
Enthusiasm					
General health					
Commitment					
Judgment					
Emotional poise					
Professional ethics					
Cooperation with administrators					
Cooperation with staff					
Public relations					
Willingness to accept suggestions					
Interest in professional growth					
Organization and planning					
Effectiveness with student discipline					
Skill as a principal (or current position)					
Parent communication skills					

The applicant's weakest characteristic is _____

The applicant's strongest characteristic is _____

Additional comments (Use back if needed) _____

 Name of person providing reference

 Position

 Name of School/Business

 School/Business Address

 City

 State

 Phone #

 FAX #

 Date

THE RICHARDSON INDEPENDENT SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER
 Please return to RISD Human Resources, 400. S. Greenville Ave., Richardson, TX 75081 or FAX to 469.593.0261