



RICHARDSON INDEPENDENT SCHOOL DISTRICT

Teacher Reference Form

For the position of Teacher, Librarian, Speech Therapist, or Nurse

APPLICANT - PLEASE COMPLETE THE PORTION BELOW:

Name of applicant _____ Position applied for _____

The applicant named above has applied for a position with the Richardson Independent School District and has given your name as a reference. Your completion of this teacher reference form will be most helpful in our assessment of the applicant's qualifications. Please return this form directly to our Human Resources office at the address below.

Signature of applicant

How long have you known the applicant? _____

What was the applicant's position in your school system? _____

What was your official relationship with the applicant? _____

Would you employ/re-employ this person? _____

5-Clearly outstanding 4-Exceeds expectations 3-Satisfactory 2-Below Expectations 1-Unsatisfactory

PERSONAL QUALITIES AND CHARACTERISTICS	5	4	3	2	1	Unknown
General appearance						
Attendance						
Punctuality						
Dependability						
Professional judgment						
Response to supervision						
Enthusiasm						
Commitment						
Emotional poise						
Effective human relations skills						
• Peers						
• Parents						
• Students						

TEACHING/INSTRUCTIONAL CHARACTERISTICS	5	4	3	2	1	Unknown
Knowledge of subject matter						
Selection of appropriate objectives						
Organization of lesson						
Presentation of lesson						
Management of class						
Interest in professional growth						
Provision for individual differences						
Probable success as a teacher						

The applicant's weakest characteristic is _____

The applicant's strongest characteristic is _____

Additional comments (use back if needed) _____

Signature _____ Position _____

Address _____ City/State/ZIP Code _____

Phone number _____ 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 469.593.0255