

Applicant Name: _____

Social Security #: _____

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RECOMMENDATION FORM

SECTION I. INSTRUCTIONS TO THE APPLICANT

- Read and sign the Authorization Statement below
- Provide your reference with this Recommendation Form and a self-addressed stamped envelope addressed to
McAllen ISD, Human Resources, 2200 Tamarack, McAllen, TX 78501-6126

AUTHORIZATION STATEMENT

I have applied for employment and authorize McAllen ISD to collect any information orally or in writing about my qualifications and past performance. I will not hold you or the organization liable for supplying any information regarding my employment/education. References which become part of this application are to be regarded as confidential and shall not be revealed to me. Thank you for your assistance.

Signature of Applicant

Date

_____ Name of Reference (Print Name)	_____ Position/Title	_____ School District/Company
_____ Address, City, State, Zip	() Work Telephone	
How long have you known the applicant? _____		
Would you employ the applicant for the position desired? _____		
Indicate your relationship with applicant: _____ (i.e. Employer, Teacher, Professor, Principal, Supervisor, Co-Worker)		
_____ Signature of Reference		_____ Date

SECTION II. Please rate the applicant by checking the appropriate box below. For teaching positions continue to Section III.

CHARACTERISTICS	STRONG	SATISFACTORY	UNSATISFACTORY	NO BASIS TO JUDGE
General appearance, appropriate dress, grooming				
Exercises professional judgment in absences from work				
Accepts constructive criticism				
Communicates information effectively				
Demonstrates good judgment				
Establishes personal growth and career path				
Identifies and addresses situations or conditions				
Displays a practical approach to problem solving				
Inspires cooperation and confidence				
Provides support and assistance when needed				
Is knowledgeable and current in field				
Is receptive to new ideas and change				

SECTION III.

CHARACTERISTICS	STRONG	SATISFACTORY	UNSATISFACTORY	NO BASIS TO JUDGE
Handles discipline matters in a fair and consistent manner				
Communicates student's successes and failures to parents				
Demonstrates knowledge of subject matter				
Demonstrates ability to identify and address student needs				
Encourages student performance consistent with abilities				
Uses a variety of instructional methods				
Assigns work which is relevant and purposeful				
Works well as part of an instructional team				

The McAllen Independent School District is an equal opportunity employer and does not discriminate against any applicant on the basis of race, color, religion, gender, national origin, age or disability.