

CHITTENDEN CENTRAL SUPERVISORY UNION
 51 Park Street, Essex Junction, Vermont 05452, Phone: (802) 879-5579, Fax: (802) 878-1370

RECOMMENDATION FORM

I. Applicant Statement and Release

Applicant Name (please print): _____

I hereby give permission to _____ to provide any and all information concerning my employment, potential employment, and/or any other pertinent information they may have to Chittenden Central Supervisory Union and its affiliated school districts. I agree to release all parties from all liability for any damage that may result from furnishing such information.

Applicant signature _____ Date _____

II. Recommendation Rubric

| Rating | Please circle the appropriate box from the selections offered. | | | | |
|--|---|---|--|---|-------------------------|
| General Outlook and Attitude | Rarely sees problems as solvable learning opportunities. Fairly close-minded. | At times sees problems as solvable learning opportunities. Sometimes open-minded. | Generally sees problems as solvable learning opportunities. Usually open-minded. | Usually sees problems as solvable learning opportunities. Open-minded and flexible thinker. | No basis for evaluation |
| Communication Skills | | | | | |
| Oral Expression | Makes frequent language/ grammatical errors, not professional. | Inarticulate, language not professional. | Articulate, professional. | Expressive, animated, articulate, professional. | No basis for evaluation |
| Written Expression | Writing demonstrates confusion and has consistent errors in spelling and grammar. | Writing is often unclear and has frequent errors in spelling/grammar. | Writing is usually clear with infrequent errors. | Expresses ideas clearly with an absence of error. | No basis for evaluation |
| Non-verbal Expression | Unaware of own inappropriate behavior. | Is aware of non-verbal behavior but is unable to alter inappropriate demeanor. | Is aware of body language and behavior and usually uses it in appropriate ways. | Is aware of body language and behavior and always uses it in appropriate ways. | No basis for evaluation |
| Professional Behavior | | | | | |
| Reliability/ Dependability | Often fails to complete assigned tasks or duties. | Sometimes needs to be reminded to attend to assigned tasks or duties. | Responsible, attends to assigned tasks or duties without prompting. | Self-starter. Perceives needs and attends to them immediately. | No basis for evaluation |
| Independence, initiative and preparedness. | Passive, depends on others for direction, ideas and guidance/is rarely prepared. | Does what is asked, dependent on others for instructions. | Works effectively with limited supervision. | Creative and resourceful: independently plans and follows through on ideas. | No basis for evaluation |
| Punctuality | Often late. | Occasionally late. | Always on time. | Frequently arrives early. | No basis for evaluation |

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|-----------------------------|---|---|---|--|-------------------------|
| Managerial Skills | Disorganized, inefficient, hesitates to make decisions independently. | At times is organized and efficient. Occasionally makes decisions independently. Rarely anticipates challenges. | Generally organized and efficient. Often makes decisions independently. Sometimes anticipates challenges. | Organized, efficient decision-makers. Anticipates challenges and prepares ahead of time. | No basis for evaluation |
| Attendance | Often absent. | Occasionally absent. | Is present and engaged. | Provides additional personal time. | No basis for evaluation |
| Response to Feedback | Defensive, unreceptive to feedback. | Receptive, doesn't implement suggestions. | Receptive, adjusts performance accordingly. | Solicits suggestions and feedback from others. | No basis for evaluation |
| Interpersonal relationships | Insensitive to others' feelings and opinions as evidenced by abrupt and/or critical statements. | Limited sensitivity and diplomacy. | Perceives what to do or say in order to maintain good relations with others and responds accordingly. | Highly sensitive to others' feelings and opinions, diplomatic. | No basis for evaluation |

III. General Reference Questions

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|---|----------|
| 1. Would you hire or rehire this individual? If NO, please explain. | YES / NO |
| 2. Would you recommend this individual for employment within our school district? If NO, please explain. | YES / NO |
| 3. Do you have any concerns about this individual that we should be aware of? If YES, please explain. | YES / NO |
| 4. To your knowledge, has this individual ever been disciplined as a result of his/her performance, actions, or lack thereof? If YES, please explain. | YES / NO |
| 5. Do you know of any reason why we should not hire this individual? If YES, please explain. | YES / NO |

Other relevant information (attached additional pages as necessary):

IV. Reference Information and Acknowledgement

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|---|--------------------|-----------------|
| Name of individual providing recommendation (please print): | Organization Name: | Title/Position: |
| What is your relationship with the applicant? | Phone Number: | E-mail Address: |
| I certify that the above information is true and complete the best of my knowledge. | | |
| Signature of individual providing recommendation | | Date |

Please mail completed form to: Chittenden Central Supervisory Union, Attn: Human Resources, 51 Park Street, Essex Jct., VT 05452

- DO NOT give directly to applicant -

This form has been designed collaboratively by personnel from UVM, CCSU, and Saint Michael's College.

Revised 12/3/09