

**Los Angeles Unified School District
Human Resources Division—Certificated Recruitment, Selection and Credential Services
Alternate Work Non-Teaching Reference Form**

Return to:
Fax (213) 241-8412

APPLICANT INFORMATION	
Applicant Name:	SSN Last 4 Digits: XXX-XX-

AUTHORIZATION STATEMENT
<p>The above-named individual is an applicant for a teaching position with Los Angeles Unified School District (LAUSD). Since this requested reference will be criterion for an employment decision, we would appreciate your assistance in the evaluation of this person. Please answer the questions below regarding this individual's employment, professional and personal qualities. The individual has authorized us to collect any information orally or in writing about their qualifications. The information provided will remain confidential. It will not be shared with the individual <u>unless</u> the applicant is a current LAUSD employee and requests to review the reference.</p> <p>Does any organization or company policy prevent you from providing information other than job title and employment dates for this candidate? If you answer, "Yes", please select, "N/A or Not Observed" for those Personal Qualities or Professional Competencies that you cannot complete.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

PERSONAL QUALITIES SECTION					
	<i>Ineffective</i>	<i>Developing</i>	<i>Effective</i>	<i>Highly Effective</i>	<i>N/A or Not Observed</i>
A. Professionalism Conducts self in professional manner at all times, including excellent workplace attendance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Communication Written and verbal communication with all stakeholders is informative, clear, and coherent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Decision Making and Accountability Makes informed, sound decisions at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Collaboration Actively engages in collaboration with co-workers and stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Ethical Conduct Demonstrates high standards of ethical conduct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Passion & Persistence Self-motivated and able to persevere in the face of challenges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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APPLICANT INFORMATION					
Applicant Name:	SSN Last 4 Digits: XXX-XX-				
ALTERNATE WORK (NON-TEACHING) / PERSONAL REFERENCE SECTION					
<i>Professional Competence</i>	<i>Ineffective</i>	<i>Developing</i>	<i>Effective</i>	<i>Highly Effective</i>	<i>N/A or Not Observed</i>
G. <u>Planning and Preparation</u> Plans and executes workplace duties with the end goal in mind.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. <u>Engagement</u> Provides excellent service that meets the needs of colleagues, clients, and/or customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. <u>Management of Responsibilities</u> Meets professional obligations and responsibilities, including supervision of personnel (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. <u>Resourcefulness</u> Able to effectively utilize resources and ensure effective execution of job responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. <u>Climate of Respect and Rapport</u> Demonstrates respect towards all colleagues, clients, and customers, and seeks to develop positive rapport with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. <u>Professional Responsibilities</u> Embraces opportunities for professional growth and demonstrates a willingness to go above and beyond to ensure success.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL REMARKS:					
VERIFICATION SECTION					
Please state dates of employment, teaching or student teaching experience. If you did not employ or supervise this individual, please indicate the length of time you have known the applicant.					
From: MM/YYYY		To: MM/YYYY			
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Student Teacher <input type="checkbox"/> Substitute Teacher <input type="checkbox"/> Personal Reference					
Would you endorse this applicant for employment? If "No", please explain.					
<input type="checkbox"/> Yes <input type="checkbox"/> No Explanation:					
If given the opportunity, would you rehire this applicant? If "No", please explain.					
<input type="checkbox"/> Yes <input type="checkbox"/> No Explanation:					
I have personally completed this form and returned it without revealing its contents to the applicant. By signing, I verify that the above is accurate and reflects my experience as the supervisor of the individual.					
Signature of Evaluator: _____				Date:	
Name of Evaluator:		Evaluator's Title:			
School/District, Company or Organization:					
Telephone:			Email:		