

Shelton High School  
3737 N Shelton Springs Road  
Shelton, WA 98584

**PROFESSIONAL REFERENCE FORM – Office/Counselor Aide Applicant**

**APPLICANT INSTRUCTIONS:** It is the applicant’s responsibility to forward this form to the evaluator and instruct the evaluator to send it directly to Ms. Mahony (jmahony@sheltonschools.org). The completed form must be delivered to Ms. Mahony within 5 days of registration in order to be considered for the position.

*I authorize any current or former employer, person, firm, corporation, educational or vocational institution, or government agency to provide any information regarding my employment/association to Shelton High School. I hereby release and discharge those who provide information and the designated school from any and all liability as a result of furnishing and receiving this information. I agree that references and personal information which become a part of this application will be regarded as confidential and shall not be revealed or disclosed to me.*

\_\_\_\_\_  
**Applicant Signature (required)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant’s Printed Name**

**EVALUATOR INSTRUCTIONS:**

The above-named applicant has applied for a(n) Office or Counselor Teacher Aide position with Shelton High School. We ask that you carefully evaluate this individual in terms of your knowledge of them either as an employee or through another professional context.

Name of Evaluator: *(please print)* \_\_\_\_\_

Evaluator’s Title: \_\_\_\_\_

Company or Organization: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Observation from \_\_\_\_\_ to \_\_\_\_\_

Applicant’s position during this evaluation period: \_\_\_\_\_

Have you observed this applicant:    \_\_\_very few times?    \_\_\_ 6 months to one year?    \_\_\_several years?

**Please complete the following evaluative grid.**

| <b>Note: Please rate the applicant in each of the following categories by comparing this individual with others of comparable training and experience</b>   | Upper 10% | Upper 25% but not Upper 10% | Upper 50% but not Upper 25% | Lower 50% but not Lower 10% | Lowest 10% | No Basis for Judgment |
|---|-----------|-----------------------------|-----------------------------|-----------------------------|------------|-----------------------|
| 1. <b>Flexibility:</b> Willingness to learn new concepts or ways of doing things. Co-operative with youth and adults.   |           |                             |                             |                             |            |                       |
| 2. <b>Commitment to Accomplishment:</b> Exertion of effort to attain goals. A desire to produce results. Organization of ideas, time, materials, and space so accomplishment occurs.  |           |                             |                             |                             |            |                       |
| 3. <b>Enthusiasm:</b> Displays overall optimism and zeal for what one is doing. Willingness to be involved. Enthusiasm develops positive interpersonal relationships with others.   |           |                             |                             |                             |            |                       |
| 4. <b>Clarity of Expression:</b> Understands and correctly interprets concepts presented or discussed. Presents and discusses concepts precisely, answers questions clearly. Uses correct oral and written communication skills.  |           |                             |                             |                             |            |                       |
| 5. <b>Integrity:</b> Actions are consistent with stated views. Exhibits reliable follow-through on commitments. Deals with children and adults with routine honesty.  |           |                             |                             |                             |            |                       |
| 6. <b>Relationships:</b> Ability and willingness to develop appropriate relationships with students and adults. Exhibits listening skills, patience, and liking for others. Shows empathy for students; is interested in their learning and welfare; is responsive to student needs; is accepting of students and has a high regard for them as they are. |           |                             |                             |                             |            |                       |
| 7. <b>Multicultural:</b> Accepts cultural and ethnic differences in students and adults.  |           |                             |                             |                             |            |                       |
| 8. <b>Dependability:</b> Can be relied upon to maintain regular attendance, is punctual, and is communicative in a timely manner when personal responsibilities interfere with professional responsibilities.   |           |                             |                             |                             |            |                       |
| 9. <b>Modeling Appropriate Behavior:</b> Dress, appearance, courteousness, and behavior of individual.  |           |                             |                             |                             |            |                       |

**Overall rating of this candidate (check one):**  *Excellent*  *Very Good*  *Good*  *Fair*  *Poor*

**Comments:**

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Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_

Thank you for assisting us in evaluating this applicant. Please return completed form to:

**Shelton High School Attn: Jane Mahony**  
**3737 N Shelton Springs Road**  
**Shelton, WA 98584**  
**[jmahony@sheltonschools.org](mailto:jmahony@sheltonschools.org)**