

HAYWOOD COUNTY SCHOOLS
 Human Resource Office
 1230 North Main Street
 Waynesville, NC 28786

To: _____

Applicant's Name: _____ Position Applied For: _____

Directions: The above applicant has applied for a position with the Haywood County Schools. Your candid evaluation of this person as an applicant will be appreciated and your assistance will be treated with strict confidence.

	Low				High	
I. Professional Attributes/Abilities						Comments
1. Job Knowledge	1	2	3	4	5	
2. Intelligence/Mental Alertness	1	2	3	4	5	
3. Organizational Skills/Planning Skills	1	2	3	4	5	
4. Mission/Goal Orientation	1	2	3	4	5	
5. Communications Skills/Effective Language Habits	1	2	3	4	5	
6. Judgment	1	2	3	4	5	
7. Potential for Development	1	2	3	4	5	
8. Experience	1	2	3	4	5	
9. Methodology/Techniques (Application of Knowledge)	1	2	3	4	5	
II. Character Traits						Comments
1. Work Ethic	1	2	3	4	5	
2. Self-Reliance/Confidence	1	2	3	4	5	
3. Stability/Maturity	1	2	3	4	5	
4. Leadership	1	2	3	4	5	
5. Adaptability/Resourcefulness	1	2	3	4	5	
III. Personal Characteristics						Comments
1. Flexibility	1	2	3	4	5	
2. Poise/Appearance/Voice	1	2	3	4	5	
3. Motivation	1	2	3	4	5	
4. Vitality/Enthusiasm	1	2	3	4	5	
IV. Overall Rating for Position	1	2	3	4	5	

Applicant's Strong Points: _____

Applicant's Weak Points: _____

In what capacity did you know this applicant? _____

Recommendation to (Re)Employ Yes No

 Signature

 Name and Position (Please Print)

 Date

 Phone Number