

# Douglas County School System Human Resources Department

## Leadership Development Program PL-6 Cohort Professional Peer Recommendation

The individual listed below has submitted an application for the Douglas County School System Leadership Development/ PL-6 Program. The Selection Committee is seeking input into the characteristics that would have bearing on the candidate’s successful performance in the program. **Your responses will be confidential and not made available to the applicant.** This recommendation will become part of each individual’s application file to be read and evaluated by the Leadership Program Selection Committee.

In order for this person to be considered, your recommendation must be received by the Director of Human Resources no later than \_\_\_\_\_.

Applicant’s Name: \_\_\_\_\_

Applicant’s Present School/Department; \_\_\_\_\_

**Recommendation**

Professional Peer Name: \_\_\_\_\_

Professional Peer Current Location: \_\_\_\_\_

How Do You Know the Applicant?: \_\_\_\_\_

How Long Have You Known the Applicant?: \_\_\_\_\_

**I. Individual Skills and Qualities**

Please respond to the items listed by checking the appropriate box on the scale.

	Not Observed	Poor	Fair	Average	Good	Superior
<b>Respect for others</b>						
<b>Courteous behavior</b>						
<b>Interpersonal skills with staff</b>						
<b>Interpersonal skills with students</b>						
<b>Interpersonal skills with parents</b>						
<b>Ability to establish rapport with different groups and staff and students</b>						
<b>Writing Skills</b>						

<b>Speaking Skills</b>						
<b>Ability to express self clearly and concisely in committees and other group meetings</b>						
<b>Ability to motivate by being a positive force in the school</b>						
<b>Dependability</b>						
<b>Professional credibility</b>						
<b>Willingness to assume additional responsibilities</b>						
<b>Ability to prevent conflicts</b>						
<b>Ability to resolve conflicts</b>						
<b>Ability to be a team member</b>						
<b>Attendance</b>						
<b>Punctuality</b>						
<b>Ability to be discreet in handling confidential information</b>						
<b>Ability to make fair and impartial decisions</b>						
<b>Ability to make sound decisions under pressure</b>						
<b>Organizational skills</b>						
<b>Time management</b>						
<b>Current Knowledge of curriculum and instructional issues</b>						
<b>Participation in continues professional development</b>						
<b>Commitment to school improvement</b>						
<b>Initiative</b>						

**II. Leadership Skills and Qualities  
(Rate each factor)**

	<b>Not Observed</b>	<b>Poor</b>	<b>fair</b>	<b>Average</b>	<b>Good</b>	<b>Superior</b>
<b>Listening</b>						
<b>Speaking</b>						
<b>Writing</b>						
<b>Team Building and Teamwork</b>						
<b>Instructional Competency</b>						
<b>Development of Self and Others</b>						

Judgment						
Sensitivity						
Results Oriented						

	<b>Yes, I Recommend</b> this applicant for consideration for the Leadership Development/ PL6 Program
	<b>No, I do not recommend</b> this applicant for the Leadership Development/ PL6 Program
<b>Please explain your rationale for recommending or not recommending this individual.</b>	
<b>Signature:</b>	
<b>Date:</b>	

**Please return via school mail or through regular mail to:**  
**Douglas County School System**  
**Human Resources Department**  
**Attention: Dr. Michelle Ruble**  
**PO Box 1077**  
**Douglasville, GA 30133**  
**or FAX to 770-920-4016**