



Plano Independent School District
 Human Resources
 2700 W. 15th Street
 Plano, TX 75075
 Fax #: (469) 752-8037

SUBSTITUTE REFERENCE FORM

Name of Applicant (print)

Applicant Signature

Former PISD Employee: Yes **NO** **Resignation Date:** _____

The applicant named above has applied to become a substitute with Plano ISD and has indicated that you were an employer/co-worker of this applicant. Your completion of this Substitute Reference Form will help the district to know if this person is a good match for this position. **By signing this form the applicant has waived his/her right of access to this reference; it may not be read by the applicant according to the Texas Open Records Act.** Please return this form to the Human Resources Department of Plano ISD by mail or fax.

Name _____ **Supervisor/Manager** **Co-worker**

	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	NOT APPLICABLE
Positive Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to communicate with staff and parents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to motivate students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of techniques and resource materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization of subject matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competence in lesson planning and assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response of students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognition and provision for individual difference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good role model for students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal and written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work as a team member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management of environment, materials, and space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaction to suggestions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Success as a staff member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation with administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How long have you known the applicant? _____

Why did the applicant leave your company? _____

Would you hire/rehire the above applicant as a teacher or administrator? ___ Yes ___ No

Has the applicant ever been involuntarily terminated? ___ Yes ___ No

Has the applicant ever resigned in lieu of termination or in lieu of non-renewal? ___ Yes ___ No

Comments: _____

Signature _____

Position _____

Date _____

Phone Number _____