

Return to:
 Auburn School Department
 Personnel Office
 60 Court Street, Suite 227
 Auburn, ME 04210
 207-333-6601 ext. 1210

CHILDCARE PROGRAM
**Site Coordinator/
 Assistant/Aide/Sub**

Type of Reference:

Personal
 Professional

Date: _____

_____ has applied to the Auburn School Department for a position as a substitute/educational technician/tutor (circle one). Your careful appraisal will be greatly appreciated. This form does not necessarily mean that we have an immediate vacancy. It will be added to the candidate's file for future reference. Thank you for rating this candidate.

Which phrase best describes how you would feel about employing this candidate?

would employ with enthusiasm would employ with reluctance
 would employ with confidence would not employ

		TOP 5% I'VE KNOWN	VERY GOOD	GOOD	AVERAGE	BELOW AVERAGE	UNSATISFACTORY
1	Character						
2	Personality						
3	General Appearance						
4	Voice and Speech						
5	Use of English						
6	Health and Energy						
7	Emotional Stability						
8	Culture and Refinement						
9	Tact and Common Sense						
10	Professional Attitude						
11	Intellectual Ability						
12	Demonstrated Childcare Ability (techniques, planning, effort)						
13	Discipline (Maintains control with evidence of mutual respect)						
14	Adjusts instruction to compensate for differences in children						
15	Relationship with other staff members						

NAME	ADDRESS	TELEPHONE

Signature: _____ Official Position: _____

THE OTHER SIDE MAY BE USED FOR NARRATIVE/COMMENTS.