

CENTER FOR RESEARCH AND DOCTORAL STUDIES IN EDUCATIONAL LEADERSHIP

Department of Educational Leadership and Counseling

Sam Houston State University
A Member of The Texas State University System

REFERENCE RATING FORM

Applicant's Name _____

I hereby voluntarily waive and
relinquish any right of access to
this confidential reference form
and accompanying letter of
recommendation.

or

I retain my rights of access to
this confidential reference form
and accompanying letter of
recommendation.

Applicant (**Original**) Signature and Date

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The person named above has made application to the Doctor of Education degree program in Educational Leadership at Sam Houston State University and has given your name as a reference. We are asking you to complete and return this Reference Rating Form. You may also wish to attach a letter of recommendation.

The instrument contains 29 items with accompanying descriptors and ratings from 1 (lowest) to 5 (highest). Circle the number on each item that best describes the applicant. Please circle "NO" if you have had no opportunity to observe.

We use many sources of information for the admission of individuals to this program. Your ratings will not be the single determinant in deciding admission. Therefore, we urge you to be completely frank in providing us with this information. Thank you for your assistance.

Please print this form and mail the completed form (4 pages) to: (**Faxing of form is not acceptable.**)

Director
Center for Research and Doctoral Studies in Educational Leadership
Department of Educational Leadership and Counseling
Sam Houston State University
Box 2119
Huntsville, TX 77341-2119

Person Completing Form: (please type)

Name: _____

Position: _____

Address: _____

Telephone: _____

Signature: _____

Date: _____

I have known the applicant as:

____ an undergraduate ____ research assistant ____ graduate student ____ teaching assistant
____ colleague ____ other (specify) _____

I have known the applicant for a period of _____ years and/or _____ months.

I have served as the applicant's ____ research advisor ____ teacher in several classes
____ department chair ____ employer ____ major advisor ____ teacher in one class
____ other (specify) _____

Directions: Score the candidate according to the degree that he/she exhibits the behavior or characteristic indicated. The scale is established with a continuum of 5 to 1 and "NO" as follows:

- 5 = always exhibits behavior/characteristics**
- 4 = often exhibits behavior/characteristics**
- 3 = sometimes exhibits behavior/characteristics**
- 2 = seldom exhibits behavior/characteristics**
- 1 = never exhibits behavior/characteristics**
- NO = no knowledge of or opportunity to observe**

Experience

- | | | | | | | | |
|-----------|--|----------|----------|----------|----------|----------|-----------|
| A. | Participates in professional organizations (Memberships and participation) | 5 | 4 | 3 | 2 | 1 | NO |
| B. | Has defined career goals (Development of career goals and plans) | 5 | 4 | 3 | 2 | 1 | NO |
| C. | Has extensive, positive leadership experience (Demonstrated ability to function effectively in present or previously held leadership positions) | 5 | 4 | 3 | 2 | 1 | NO |
| D. | Has demonstrated effective leadership in a variety of situations and/or organizations (Ability to function effectively as a leader in a variety of situations and types of organizations dealing with diverse problems) | 5 | 4 | 3 | 2 | 1 | NO |

Communication and Personal Skills

- | | | | | | | | |
|-----------|---|----------|----------|----------|----------|----------|-----------|
| A. | Has effective writing skills with appropriate form & substance suitable for professional publication (Ability to communicate effectively in writing) | 5 | 4 | 3 | 2 | 1 | NO |
| B. | Demonstrates effective problem-solving skills through analysis of a problem (Systematic diagnosis of problems and formulation of solutions) | 5 | 4 | 3 | 2 | 1 | NO |
| C. | Has a breadth of interest beyond his/her work (Alert to opportunities for personal growth outside of professional environment) | 5 | 4 | 3 | 2 | 1 | NO |
| D. | Has effective verbal skills and presents ideas clearly, logically, and convincingly (Ability to communicate in speech) | 5 | 4 | 3 | 2 | 1 | NO |

E.	Demonstrates effective conceptual skills when analyzing problems (Ability to identify unifying concepts and commonalities among issues, problems, or events)	5	4	3	2	1	NO
F.	Adapts easily when an obstacle is encountered that hinders or prevents progress toward planned goals (Ability to deal with the stress, rigors, and problems of professional life)	5	4	3	2	1	NO
G.	Seeks self-improvement (Alert to suggestions and opportunities for improvement)	5	4	3	2	1	NO

Work Habits

A.	Demonstrates enthusiasm and eagerness to pursue ideas in unexplored areas (Lively interest in intellectual pursuits)	5	4	3	2	1	NO
B.	Exhibits perseverance/persistence in that he/she consistently pursues a problem to its solution or to a practical point of termination (Ability to devote prolonged attention to a difficult course of action)	5	4	3	2	1	NO
C.	Possesses critical thinking skills in making judgments; listens to what is said in a discussion and then responds by correcting errors or misconceptions and expanding on facts (Ability to examine issues carefully before judgment, distinguishing relevant from extraneous material)	5	4	3	2	1	NO
D.	Shows creativity and finds new ways to work with and organize old material (Ability to draw upon elements from many sources and put these together into a new pattern)	5	4	3	2	1	NO
E.	Is independent and works with minimum direction (Ability to work in a self-directed and self-sufficient manner)	5	4	3	2	1	NO
F.	Demonstrates flexibility (Open-minded and receptive to new ideas)	5	4	3	2	1	NO
G.	Manages time effectively (Ability to organize time efficiently)	5	4	3	2	1	NO
H.	Is conscientious and consistently submits assignments that demonstrate effective planning (Responsible and thorough in accomplishing work in a timely manner)	5	4	3	2	1	NO

Building Relationships

A.	Is considerate of others' needs and voluntarily offers his/her assistance (Attentive to the needs and rights of others)	5	4	3	2	1	NO
B.	Demonstrates leadership and organizes a group to undertake a project; can maintain group support of the project until goals are achieved (Ability to organize, direct, or influence others)	5	4	3	2	1	NO
C.	Has collegial relationship with superiors (Ability to interact positively with peers and establish mutually beneficial relationships)	5	4	3	2	1	NO
D.	Has productive peer relationships (Ability to interact positively with peers and establish mutually beneficial relationships)	5	4	3	2	1	NO
E.	Is assertive; diplomatically expresses his/her opinion objectively and confidently, no matter how controversial it may be (Willingness to express and stand by convictions)	5	4	3	2	1	NO

