DIOCESE OF
FORT WAYNE-SOUTH BEND
SECRETARIAT FOR CATHOLIC EDUCATION

CONFIDENTIAL ADMINISTRATOR REFERENCE FORM

Dear _____,

_____ has applied for a position in one of the Roman Catholic Schools in the Diocese of Fort Wayne-South Bend. Your name was given as a reference. Please fill out the form below. If you have additional comments, you can add those on the back of this form. The information you supply will be kept confidential. Return Completed form to the Secretariat for Catholic Education, 915 S. Clinton St., Fort Wayne, IN 46802 or email to csopersonnel@diocesefwsb.org. Thank you for your assistance in the hiring process.

Sincerely,
Carl Loesch
Secretary for Catholic Education

	Excellent	Good	Fair	Poor	Unable to Judge
General Personality (wholesome, pleasing)					
Character (evidence of strength)					
Relational Skills					
Oral Communication Skills					
Written Communication Skills					
Communication with Parents (professionally effective)					
Ethics (professional relationships)					
Ability to work with adults					
Ability to work as a member of a team					
Relationship with children and youth					
Conduct					
Emotional Stability (self-control, adjusted)					
Honesty					
Sincerity					
Openness to change/flexibility					
Maturity					
Tact					

Attendance					
Administrative ability					
Understand and participate in school fincances, including preparing budgets and making financial projections					
Build alumni support for the school					
Willingness to promote Catholic Education through marketing and other advancement avtivites					
Network with external community to promote their school					
Sense of Responsibility					
Ability to lead					
Job Knowledge					
Quality					
Planning and Organizing					
Discipline / Classroom Management					
Encourage the spiritual growth, academic achievement, and social development of each and every student					
Exercise spiritual leadership to ensure a thriving Catholic school community					
Develop, motivate, and empower staff and cultivate excellent teaching					
Theological knowledge (theology applicants only)					
Knowledge of modern religious education methods (theology applicants only)					
Neatness and appearance					
Orthodoxy in the Catholic faith (theology applicants only)					
Ability to accommodate others					

Comments:

Would you recommend him/her for the position? Yes _____ No _____

If no, why not?

Relationship to applicant:

I have known him/her for

What is your estimate of the applicant's promise as a school leader and promise of professional success?

What are the applicant's greatest strengths and areas of improvement?

Reason for Leaving, if applicable?

Would you re-employ, if applicable?

If no, why?

Electronic Signature:

Date:

Position:

Address:
(street) (city/state) (zip)

Email Address

Telephone Number:
Please give the best number to reach you if follow up is needed