



CONFIDENTIAL REPORT ON APPLICANT

DOE OHR 600-006

Last Revised: 05/22/2015

Former DOE Form(s): 100a

DEPARTMENT OF EDUCATION
Office of Human Resources
Teacher Recruitment
P.O. Box 2360 Honolulu, HI 96804

Recent graduates of teacher education programs from colleges/universities in Hawaii shall submit Student Teacher Evaluations instead of this Confidential Report.

I. INSTRUCTIONS TO APPLICANT:

1. PLEASE SEND THIS CONFIDENTIAL REPORT ON APPLICANT TO THOSE FOR WHOM YOU ARE AUTHORIZING THIS RELEASE OF INFORMATION.

- a) Recent graduates of teacher education programs from colleges/universities **outside** Hawaii shall submit one (1) Confidential Report on Applicant (DOE OHR 600-006) from the college/university faculty who supervised applicant's student teaching.
 - b) Teachers with one (1) or more years of contracted teaching experience shall submit at least two (2) Confidential Reports on Applicant (DOE OHR 600-006) from the most recent School Principal(s) or Supervisor(s).
2. Print or type in the appropriate information requested below.
3. Provide the evaluator with a stamped envelope with your confidential report request addressed to the **Hawaii State Department of Education, Office of Human Resources, P.O. Box 2360, Honolulu, Hawaii 96804, Attention: Teacher Recruitment.**

Name of Applicant: _____ Last 4 digits of SSN: _____
Last First M.I.

Address: _____ City: _____ State: _____ Zip: _____

Applicant Signature: _____ Date: _____
MM/DD/YYYY

Name of Evaluator: _____ Position: _____
Last First M.I.

Address: _____ City: _____ State: _____ Zip: _____

II. INSTRUCTIONS TO EVALUATOR OF CONFIDENTIAL REPORT:

The above-named applicant is seeking a position with the Hawaii State Department of Education. You have been named as a reference who is knowledgeable about his/her professional work. Your appraisal of the applicant is needed. The information you provide will be held in confidence for Department use in the establishment of a selective recruitment pool of prospective employees. We appreciate your candid assessment. Thank you for your early reply.

1. Dates applicant was professionally associated with you: From: _____ To: _____
MM/DD/YYYY MM/DD/YYYY

2. What was the applicant's position? _____

3. What was your official relationship to the applicant? _____

4. Would you re-employ the applicant if you had a vacancy? Yes No

4a. If "No", please explain: _____

5. How would you assess the applicant in relation to other employees whom you have supervised?
 Upper 10% Above Average Average Below Average

III. RATING OF PROFESSIONAL COMPETENCIES

Select and enter in the appropriate column the numerical rating that best describes the applicant's ability, knowledge, and/or skills for each category.

Rate all areas, sign, and date this report. Additional comments, if desired, may be submitted with this report.

SCALE: 5-Superior; 4-Above Acceptable Standard; 3-Acceptable; 2-Below Standard; 1-Unacceptable

Competencies of an Effective Teacher:**Rating**

- | | |
|---|-------|
| 1. Focuses on the Learner: Engages students in appropriate experiences that support their development as independent learners. | _____ |
| 2. Creates and Maintains a Safe and Positive Learning Environment: Creates a safe and positive learning environment that encourages positive social interaction, civic responsibility, active engagement in learning, and self-motivation. | _____ |
| 3. Adapts to Learner Diversity: Provides opportunities that are inclusive and adapted to diverse learners. | _____ |
| 4. Fosters Effective Communication in the Learning Environment: Enriches communication in the learning environment. | _____ |
| 5. Demonstrates Knowledge of Content: Demonstrates competency in content area(s) to develop student knowledge and performance. | _____ |
| 6. Designs and Provides Meaningful Learning Experiences: Plans and implements meaningful learning experiences for children. | _____ |
| 7. Uses Active Student Learning Strategies: Uses a variety of active learning strategies to develop the thinking, problem-solving, and learning skills of students. | _____ |
| 8. Uses Assessment Strategies: Applies appropriate assessment strategies to evaluate and ensure the continuous intellectual, social, physical, and emotional development of the learner. | _____ |
| 9. Demonstrates Professionalism: Evaluates the effects of his/her choices and actions and actively seeks opportunities to grow professionally. | _____ |
| 10. Fosters Parent and School Community Relationships: Establishes and maintains strong working relationships with parents and members of the school community to support student learning. | _____ |

OVERALL RATING

The applicant is likely to perform satisfactorily according to the above areas of teaching competency based upon his/her demonstrated performance as a student teacher or experienced teacher.

Signature: _____ Date: _____
MM/DD/YYYY

Official Position: _____ School/District: _____

Mail the Confidential Report on Applicant to:

**Hawaii State Department of Education
Office of Human Resources
P.O. Box 2360
Honolulu, Hawaii 96804
Attention: Teacher Recruitment**