**Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| Elem. Principal | Elem. Vice-Principal | Learning Centre Principal |
| Sec. Principal | Sec. Vice-Principal | Continuing Ed Principal |

**Applying for:**

Name of Reference:

Position / Employer:

*U*

Thank you for providing your observations of this applicant’s leadership work and your assessment of their potential in the above position. The Surrey School District will ensure that the information you provide is kept confidential, in accordance with the *Freedom of Information and Protection of Privacy Act.*



References are an important component of the selection process and are shared with all committee members.

In what capacity have you known the applicant?

How long have you known the applicant?

1. Using the Leadership Competencies below*, please select 3 phrases that you feel best describe the candidate.*



|  |  |  |  |
| --- | --- | --- | --- |
|  | **Competency** | **Why selected?** | **Provide your best example from their work that shows how they demonstrated this****competency.** |
| a. |  |  |  |
| b. |  |  |  |
| c. |  |  |  |

1. From the above competency chart please name two areas for professional growth for the candidate. Please explain why you chose those areas. If you are unable to choose two areas for growth, please identify why.
2. Provide an example in which the candidate built a trusting relationship in the face of adversity.
3. Describe an example of when the candidate has demonstrated learning leadership in relation to Surrey's priority practices.
4. Comment on the candidate’s *typical* leadership work and contributions to developing a positive learning environment in the school. What have you noticed about this candidate *over time* vs. one-time contributions and leadership work that may have taken place only recently?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 6. Would you want to be led by this person? | Yes |  | No |  |
| 7. Would you want this person to part of your leadership team? | Yes |  | No |  |
| 8. Would you hire or rehire this individual for this position in your district? | Yes |  | No |  |
| 9. Are we free to discuss your comments with the applicant? | Yes |  | No |  |

10. Optional: please provide any other information you believe we should know about the candidate.

Signature of Reference: Date:

Email Address: Telephone:

please indicate home, office, cell

**Please send your completed document to:** **supr-office@surreyschools.ca**