



# Candidate Evaluation

Dear Principal:

All candidates that you interview must have been previously screened by the Department of Human Resources. This is to ensure that the applicant file is in order. **Under no circumstance are you to interview a candidate who has not been cleared through Human Resources.**

Human Resource will send you an e-mail list of applicants. You are required to make verbal contact with a present/former principal or supervisor of any teacher who has had previous teaching experience.

After you have completed your interviews, you will be required to complete the following evaluation form. This form should be submitted to Human Resources accompanied by the Reference Check and a New Hire / Transfer / Change Form.

**All hiring must take place through the Department of Human Resources.**

Position Available \_\_\_\_\_

Principal \_\_\_\_\_

School \_\_\_\_\_

Replaces \_\_\_\_\_

Evaluate each candidate with a 3, 2, or 1		Personal Appearance	Credentials	Recommendations	Teaching Experience	Managing the Classroom	Delivering Instruction	Interacting with Students	Attitude / Interpersonal Skills	General Questions	School Needs		Comments
Candidate	Phone												
* _____	_____												*CSD Transfer Request
* _____	_____												*CSD Transfer Request
_____	_____												
_____	_____												
_____	_____												
_____	_____												
_____	_____												
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\* [DP304NEG: Teacher Transfers](#) states: "Principals will interview at least two qualified transfer candidates if available."

The candidate recommended for this position is: \_\_\_\_\_

Reason for recommendation: \_\_\_\_\_

Principal's signature: \_\_\_\_\_

Date: \_\_\_\_\_