Internal Employee Recommendation Form

The Employee listed below has applied for another position within the school. Please rate the performance of the Employee by "clicking" a check box using the scale provided. For responses rated a 1 or 2, please provide comments. If you cannot provide a rating for one of the items, please type "N/A" in the comment area.

Thank you for taking the time to assist us with our hiring process.

Employee's Name:

Position Applying for:

	Attendance / Punctuality									
Poor 1	2	3	4	5 Excellent	Comment					

	Initiative and Responsibility									
Poor 1	2	3	4	5 Excellent	Comment					

	Attitude Towards Colleagues								
Poor 1	2	3	4	5 Excellent	Comment				

Attitude Towards Teachers and Adults (if applicable in current role)									
Poor 1	2	3	4	5 Excellent	Comment				

	Self-Motivation (ability to work independently)									
Poor 1	2	3	4	5 Excellent	Comment					

Demonstrates Enthusiasm in Performing Tasks									
Poor 1	2	3	4	5 Excellent	Comment				

	Strives for Excellence									
Poor 1	2	3	4	5 Excellent	Comment					

Demonstrates our Harker Core Values (VIA)								
Poor 1	2	3	4	5 Excellent	Comment			

		Demonstrates Integrity and Honesty								
ſ	Poor 1	2	3	4	5 Excellent	Comment				

Do you recommend this Employee to work for the position they are applying for?

 \Box Yes

🗆 No

Any additional comments that will help us in this hiring decision:

Name:

Title:

Contact information Phone/Email: