

# Candidate Recommendation Form

Educational Leadership Department  
School of Education, SUNY Cortland

Mr. /Ms. \_\_\_\_\_ is applying to the Educational Leadership Department's program leading to certification as a school administrator. You have been identified as a reference for this person. To provide us information about the ***potential*** leadership abilities, characteristics, and competencies of this person, we are requesting that you complete the questionnaire below:

<b>To what degree do you perceive this candidate as exhibiting -</b>	<b>Hi -- Lo</b>
○ An <i>initial perception</i> of the <b>scope of the job</b> of school leadership. [Example /Comment]	4 3 2 1
○ An <i>initial understanding</i> of the <b>abilities, competencies, and characteristics</b> required of effective school leaders. [Example /Comment]	4 3 2 1
○ A <i>fundamental viewpoint</i> on the <b>mission and purpose</b> of schools in society. [Example /Comment]	4 3 2 1
○ A <i>propensity</i> to <b>collaborate and cooperate</b> with others. [Example /Comment]	4 3 2 1
○ <i>Perseverance</i> and <i>patience</i> with daily issues and challenges. [Example /Comment]	4 3 2 1
○ A <i>propensity</i> toward <b>supporting, mentoring, developing, and/or nurturing</b> staff and colleagues. [Example /Comment]	4 3 2 1
○ A <i>demonstrated sense of self</i> and <b>self knowledge</b> of his/her abilities, strengths and limitations. [Example /Comment]	4 3 2 1
○ A <i>basic sense</i> of <b>accountability and responsibility</b> for him/herself. [Example /Comment]	4 3 2 1
○ A <i>demonstrated propensity</i> toward <b>holding others</b> to responsibilities and obligations. [Example /Comment]	4 3 2 1
○ The <i>courage</i> to <b>take informed risks [Stand on Principle]</b> when necessitated by circumstance. [Example /Comment]	4 3 2 1
○ The <i>self motivation</i> to pursue <b>continuous learning</b> and <b>professional improvement</b> . [Example /Comment]	4 3 2 1
<p>Would you be willing to provide guidance and mentoring to this candidate as they pursue certification as a school leader?    Yes.    No</p> <p>Comments.</p>	

Your Name: \_\_\_\_\_ Current Position: \_\_\_\_\_  
 Number of Years as School Administrator: \_\_\_\_\_  
 Telephone number in case we wish to contact you for further information \_\_\_\_\_

**Please return this completed recommendation to the candidate noted above, to be included in the application packet. Please place this form in a sealed envelop and *sign flap*. Thank you for your time and assistance with this recommendation.**