

**NORFOLK STATE UNIVERSITY
SECONDARY EDUCATION & SCHOOL LEADERSHIP
ADMINISTRATION & SUPERVISION P12
PRINCIPAL PREPARATION CURRICULUM
EVALUATION FORM**

The following individual has applied for admission to the Principal Preparation Curriculum. This person has requested you to evaluate his/her leadership potential, decision-making skills, organizational ability, human relation skills, work performance and efficiency.

Candidates Name _____

**Using the rating scale, please respond to the following:
5=HIGH 1=LOW DK=DON'T KNOW**

LEADERSHIP POTENTIAL	5	4	3	2	1	DK
Is energetic and does not procrastinate						
Is a good listener						
Motivates others						
Works effectively with people						
Identifies problems and solutions						
Demonstrates leadership inclinations						
Has tolerance						
Recognizes tasks to be performed						
Works with or without direction						

DECISION MAKING SKILLS	5	4	3	2	1	DK
Demonstrates problem solving skills						
Is willing to make decisions						
Listens to all sides						
Does not jump to conclusions						
Listens to advice or recommendations						
Asks questions before making decisions						

HUMAN RELATIONS SKILLS	5	4	3	2	1	DK
Is an effective communicator						
Is perceptive of others feelings						
Shows empathy in working with others						
Shows respect for students, staff and parents						
Facilitates discussions of problems						
Is not upset by conflicts						
Does not show anger						

WORK PERFORMANCE	5	4	3	2	1	DK
Demonstrates above average teaching performance						
Demonstrates effective planning						
Demonstrates knowledge of learning theory						
Completes assignments/reports on time						
Recognizes effective teaching strategies						
Is not afraid of change						
Accepts constructive criticism						

EFFICIENCY	5	4	3	2	1	DK
Looks for ways to improve						
Looks for new or improved methods for performing a task						
Work is thorough and well done						
Is task oriented						
Assumes responsibilities						
Is not troubled by ambiguity						

Please indicate other qualities you feel will make the applicant an effective principal.

How long and in what capacity have you known the applicant?

NAME: _____ **POSITION/TITLE:** _____

ADDRESS: _____

PHONE NUMBER: (H) _____ **(W)** _____

Name: _____

Concentration ___ **Clinical** ___ **Community Development**