



### Administrator Reference

Applicant (please print neatly)

Soc. Sec. No.

Date

“I hereby give **The Diocese of El Paso** permission to make inquiries of references and former employers concerning my general character and professional performance. I hereby authorize the party receiving this form to give full and complete information as may be requested by them or me. I further agree that the information will not be disclosed to me but will be treated as confidential and I waive my right to see this information.”

Applicant’s Signature \_\_\_\_\_

Please Circle Your Choice of Number on the Scale

1 - Poor

2 - Fair

3 - Acceptable

4 - Competent

5 - Commendable

6 - Superior

N/B - No Basis for Judgment

**Specific Comments**

Maintains adequate health/vitality 1 2 3 4 5 6 N/B

Exercises care about appearance 1 2 3 4 5 6 N/B

Open/flexible 1 2 3 4 5 6 N/B

Self-control, poise and tact 1 2 3 4 5 6 N/B

Ability to plan & implement and oversee budget 1 2 3 4 5 6 N/B

Ability to motivate others 1 2 3 4 5 6 N/B

Ability to collaborate with other Directors in a Diocesan structure 1 2 3 4 5 6 N/B

Ability design, implement and evaluate short/long plans 1 2 3 4 5 6 N/B

Fair/just in dealing with others 1 2 3 4 5 6 N/B

Organizational skills 1 2 3 4 5 6 N/B

Response to constructive criticism 1 2 3 4 5 6 N/B

Communication skills-oral & written 1 2 3 4 5 6 N/B

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Ability to work with board, faculty and other school organizations 1 2 3 4 5 6 N/B

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Efforts toward professional growth 1 2 3 4 5 6 N/B

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Complies with policy/procedure 1 2 3 4 5 6 N/B

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Ability to oversee curriculum – develop, implement, evaluate 1 2 3 4 5 6 N/B

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Ability to provide spiritual leadership 1 2 3 4 5 6 N/B

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Additional Remarks:

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Level for which applicant is best fitted: \_\_\_\_\_

What was your professional relationship to the applicant? \_\_\_\_\_

With your present knowledge, would you be willing to employ or re-employ this applicant for this position?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Printed Name: \_\_\_\_\_ Official Position: \_\_\_\_\_

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

**Please return the completed form to:**

**Catholic Diocese of El Paso  
Human Resources Office  
499 St. Matthews Street  
El Paso, TX 79907**