CANDIDATE RECOMMENDATION

Please email the completed recommendation to: leadership@esc13.txed.net

Applicant's Name: _____ **Date:** _____

 The responses provided in this form are a critical component in assessing the candidate's readiness and potential for success in the PCN certification program. This program is designed to prepare future campus leaders who are capable of meeting the rigorous demands of both the program itself and the expectations set by state certification standards.

Your honest and detailed insights help us determine the candidate's current strengths, areas for growth, and overall fit for the PCN certification program. Transparency in your responses is essential, as it ensures we, in partnership with you, can provide the right support, set realistic expectations, and guide the candidate effectively through their leadership development journey.

Ranking Abbreviations:
Su - Superior
AA - Above Average
Av - Average
BA - Below Average
NO - Not Observed/Do Not Know

Rating Response:

For each performance item below, please rate the applicant's current performance by checking the box next to the appropriate abbreviation, using the scale in the box to the right:

Performance Items	Ranking				
Making clear, easy to understand presentations	Su	AA	Av	BA	NO
Making timely decisions with the available information	Su	AA	Av	BA	NO
Formulating goals with individuals or groups	Su	AA	Av	BA	NO
Guiding groups to accomplish tasks	Su	AA	Av	BA	NO
Planning and scheduling one's own work	Su	AA	Av	BA	NO
Setting priorities to meet student needs	Su	AA	Av	BA	NO
Integrating others' ideas with own for task completion	Su	AA	Av	BA	NO
Gathering data, facts, and impressions	Su	AA	Av	BA	NO
Classifying and organizing information	Su	AA	Av	BA	NO
Identifying the key elements of a problem	Su	AA	Av	BA	NO
Identifying the possible causes of a problem	Su	AA	Av	BA	NO
Identifying possible solutions to a problem	Su	AA	Av	BA	NO
Assisting others to reason clearly about a problem	Su	AA	Av	BA	NO
Putting programs and plans into action	Su	AA	Av	BA	NO
Keeping plans on track	Su	AA	Av	BA	NO

Continued

Performance Items	Ranking				
Adapting to changing conditions	Su	AA	Av	BA	NO
Delegating project or tasks to others	Su	AA	Av	BA	NO
Encouraging others participation	Su	AA	Av	BA	NO
Dealing with others tactfully	Su	AA	Av	BA	NO
Managing conflict	Su	AA	Av	BA	NO
Working with others in high stress situations	Su	AA	Av	BA	NO
Receiving coaching, guidance, and or correction	Su	AA	Av	BA	NO

Open-Ended Response:

1. This program is designed for candidates who have already taken on campus leadership responsibilities through both campus-level and/or district-level experiences. These prior experiences help establish an initial leadership mindset and offer clarity regarding the professional lifestyle, roles, and responsibilities that accompany a career in educational leadership.

Please provide a detailed overview of the candidate's campus and/or leadership experiences that have contributed to their development and exposure in a leadership capacity. For each experience, please include the following: role/title, timeline (dates or duration), and a brief summary highlighting the nature and impact of the leadership experience.

2. This program is intentionally structured to mirror the demanding pace and complex, competing priorities that campus leaders regularly face. To succeed, candidates must enter with at least a proficient ability to manage their time effectively and consistently meet deadlines.

How would you describe the candidate's time management skills, particularly in balancing multiple priorities and adhering to critical deadlines? Please provide specific examples or context to support your assessment.

3. Throughout the program, candidates will engage in rigorous coursework, including assignments, performance assessments, and the PASL (Performance Assessment for School Leaders). These components are directly tied to campus leadership and have a meaningful impact on staff and students.

Candidates are expected to consistently demonstrate professional, respectful, and timely communication skills, which are essential for influencing others, self-advocating, and meeting both program requirements and state certification standards.

How would you assess your candidate's ability to communicate in a professional and courteous manner across various contexts? Please provide specific examples to support your evaluation.

4. Throughout the program, candidates will be expected to navigate complex challenges that require strong critical thinking and problem-solving abilities.

Please describe a time when you observed this candidate effectively applying problem-solving skills to overcome a significant challenge. Please include details that illustrate the candidate's approach, decision-making process, and the outcome of the situation.

5. Taking into account both leadership soft skills (such as communication, collaboration, adaptability, and emotional intelligence) and hard skills (such as data analysis, strategic planning, and instructional leadership), what do you consider to be this candidate's most notable strengths?

Additionally, what areas present the greatest opportunities for growth and development? Please provide an explanation for each.

Section III: Verification and contact information

By checking this box, I, _____, affirm that this recommendation was completed by me and represents my sole personal evaluation of the named applicant. I understand that I will be contacted by PCN program staff to verify the contents of this recommendation form.

Name: _____   Firm: _____

Title: _____   Phone: _____

Address: _____   City/State/Zip: _____