

MEMORANDUM

Date: February 20, 2001

To: List Names Of Reviewers Hitting Return After Each Name

From: Name of Team Leader
Team Leader

Subject: Evaluation of Teacher Applications

I am happy to report that there were number applications from teachers who would like to work on our team to develop a learning module based on our agency's resources. Thank you for offering to help review these applications.

Attached to this memorandum you will find:

- Copies of the applications you should review
- One evaluation rubric for each of the applications

You will notice that the rubric also serves as a score sheet. Please compute all the totals for each applicant and mark them on the right hand side of the page. Before coming to our review meeting, please rank order the applications (with rubrics attached) from those with the highest scores to those with the lowest.

We will meet to discuss the applications at time on date in location. Please be sure to evaluate all the applications before you come. You will only be responsible for discussing the applications that you reviewed, so we will make every effort to keep the discussion limited to this evaluation process.

If you have any questions, please send me an e-mail. Again, thank you for your help. The teachers' applications show that they are very enthused and interested in working with us. Let's give them fair and impartial critiques.