

**SPECIAL EDUCATION RESOLUTION CENTER  
OKLAHOMA STATE UNIVERSITY**

HEARING OFFICER PERFORMANCE EVALUATION

DPH No.: \_\_\_\_\_

1. Does the hearing officer promptly respond to phone calls or other contact from the Special Education Resolution Center (SERC)?

YES NO NOT OBSERVED

If no, please explain: \_\_\_\_\_

\_\_\_\_\_

2. When sending correspondence to the parties, does the hearing officer send copies of the relevant correspondence to SERC?

YES NO NOT OBSERVED

If no, please explain: \_\_\_\_\_

\_\_\_\_\_

3. Does the hearing officer keep a current and full record of all hearing activities?

YES NO NOT OBSERVED

If no, please explain: \_\_\_\_\_

\_\_\_\_\_

4. Does the hearing officer keep SERC informed of all the upcoming dates and activities regarding the hearing?

YES NO NOT OBSERVED

If no, please explain: \_\_\_\_\_

\_\_\_\_\_

5. Did the hearing officer timely transmit a complete record of all the hearing activities and proceedings to the SERC?

YES NO NOT OBSERVED

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Did the hearing officer display a professional demeanor towards SERC staff?

YES NO NOT OBSERVED

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Did the hearing officer have a positive attitude when carrying out his/her duties?

YES NO NOT OBSERVED

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Does the hearing officer demonstrate loyalty in carrying out the aims of SERC in maintaining the integrity of the hearing system?

YES NO

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Does the hearing officer display willingness to accept assignments?

YES NO NOT OBSERVED

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Did the hearing officer demonstrate an understanding of Federal and State law, regulations and relevant legal interpretations?

YES NO NOT OBSERVED

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Did the hearing officer demonstrate the ability to analyze problems and identify key issues?

YES NO NOT OBSERVED

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Did the hearing officer demonstrate the ability to conduct hearings in accordance with standard legal practice?

YES NO NOT OBSERVED

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Did the hearing officer demonstrate knowledge of the rules and procedures for conducting an administrative hearing?

YES NO NOT OBSERVED

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Did the hearing officer attend mandatory basic training sessions?

YES NO NOT OBSERVED

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Did the hearing officer attend additional training sessions?

YES NO NOT OBSERVED

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Does the hearing officer demonstrate a willingness to work toward SERC training goals?

YES NO NOT OBSERVED

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. Does the hearing officer demonstrate the knowledge and ability to render and write decisions in accordance with standard legal practice?

YES NO NOT OBSERVED

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. In rendering and writing a decision, did the decision make clear findings of fact?

YES NO NOT OBSERVED

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. In rendering and writing the decision, did the hearing officer's decision state clear conclusions of law and rationale?

YES NO NOT OBSERVED

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. In rendering and writing the decision, did the hearing officer's decision cite to appropriate legally authority?

YES NO NOT OBSERVED

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

21. In rendering and writing the decision, was the hearing officer's decision made within the required timelines or within proper extension of the timelines?

YES NO NOT OBSERVED

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_