

THE JOHN E. WEEMS GRADUATE SCHOOL

3800 Hillsborough Street • Raleigh, North Carolina 27607-5298 • Phone 919-760-8058 • FAX 919-760-2898 • www.meredith.edu

RECOMMENDATION FORM

Applicant's Name (print): _____
Last *First* *Middle*

To the Recommender: Please respond to the following questions. Please type or print. After completing this form place it in the envelope provided by the applicant, seal the envelope, sign across the seal and return it to the applicant. This recommendation is a required part of the application so a prompt return to the candidate is important. The John E. Weems Graduate School admissions process places a great deal of importance on comments from recommenders. We realize this requires time and effort on your part and we appreciate your assistance.

To the Applicant and Recommender: This recommendation will be used only for admission to programs in the John E. Weems Graduate School. The applicant will not have access to the recommendation under the provisions of the Family Educational Rights and Policy Act of 1974.

To the Applicant: Please indicate your full name above. Give this form and a self-addressed envelope to the person you have asked to recommend you. Ask this person to place the completed form in the envelope, seal the envelope, sign across the seal and return it to you. Include the unopened envelope with your application.

1. How long have you known the applicant and in what capacity?
2. What do you consider the applicant's primary talents or strengths?
3. In what areas does the applicant need improvement or growth?
4. Comment on the applicant's interpersonal skills (effectiveness in establishing and maintaining relationships; working with supervisors, peers, subordinates; willingness to work in a team environment.)
5. Please discuss your perception of the applicant's professional potential following the completion of graduate work.

For each characteristic below, rank the applicant as compared with those in similar positions.

	BELOW AVERAGE LOWER 50%	AVERAGE TOP 50%	ABOVE AVERAGE TOP 25%	EXCELLENT TOP 15%	SUPERIOR TOP 5%	EXCEPTIONAL TOP 2%	NOT APPLICABLE
Goal oriented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning skills/time management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional comments: _____

What is your overall recommendation for this applicant?

- Recommend with confidence
 Recommend with reservation
 Recommend
 Not recommended
 Unable to rate

Signature: _____ Date: _____

Name: _____ Title: _____

Organization or Institution: _____ Phone: _____

Address: _____
Street City State ZIP

The John E. Weems Graduate School admits qualified students without regard to race, creed, national or ethnic origin, gender, age, or disability.