

MEREDITH COLLEGE

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: Please indicate your full name above. Give this form and a self-addressed envelope to the person you have asked to recommend you. Include the unopened envelope with your application.

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

Evaluator: Please type or print your response to the following questions. Place the completed form 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. This recommendation will be used only for admission to the program 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. 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.

Additional letters may be attached.

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.

| | SUPERIOR TOP 5% | ABOVE AVERAGE TOP 25% | AVERAGE TOP 50% | BELOW AVERAGE | NOT APPLICABLE |
|---------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Personal integrity | <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"/> |
| Planning skills/time management | <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"/> |
| Oral communication skills | <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"/> |
| Analytical skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Motivation/goal oriented | <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"/> |
| Leadership potential | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

What is your overall recommendation for this applicant?

- Highly Recommend Recommend Recommend with reservation (please explain) Not Recommended

Please attach comments and/or additional letters.

Evaluator's Information:

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, color, national or ethnic origin, religion, sex, disability, veteran's status, sexual orientation, or age.