

## RECOMMENDATION FORM

**Applicant:** Please print your name below, check the appropriate box, and then sign and date. 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 \_\_\_\_\_  
*Last* *First* *Middle*

I waive my rights of access to this recommendation letter provided by the Family Education Rights and Privacy Act of 1974 and understand that I will not be able to see it under any circumstances.

I DO NOT waive my right of access to this recommendation letter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**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 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					
Self-Confidence					
Planning skills/time management					
Written communication skills					
Oral communication skills					
Ability to work with others					
Analytical skills					
Motivation/goal-oriented					
Maturity					
Leadership potential					

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*