

**GRADUATE STUDENT EMPLOYEE RECOMMENDATION FORM**

Applicant's Name \_\_\_\_\_

**To the Applicant:** This form should be given to a reference that is able to comment on your qualifications for a graduate student employee position. It should be completed by an individual with or for whom you have completed work that can comment on your ability and skills. **Do not request a recommendation from Bloch School faculty or staff** as they do not count toward the recommendation requirement. You are responsible for ensuring the letter is completed and submitted to the department to which you are applying.

Under the Federal Family Educational Rights and Privacy Act of 1974, students are entitled to review their records, including letters of recommendation. However, those writing recommendations and those assessing recommendations may attach more significance to them if it is known that the recommendations will remain confidential. It is your option to waive your right to access these recommendations. Please mark your choice of option below and sign your name.

\_\_\_\_\_ I waive my right to review this recommendation.

\_\_\_\_\_ I do not waive my right to review this recommendation.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

**RECOMMENDATION**

**Reference Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Institution:** \_\_\_\_\_

1. For how long have you know the applicant? \_\_\_\_\_

2. Do you know the applicant: \_\_\_\_\_ Slightly \_\_\_\_\_ Fairly Well \_\_\_\_\_ Very Well

3. How are you affiliated with the applicant? \_\_\_\_\_

4. Please rate the applicant on the following characteristics from low (1) to superior (5).

Communication Skills	_____ 1	_____ 2	_____ 3	_____ 4	_____ 5
Leadership Ability	_____ 1	_____ 2	_____ 3	_____ 4	_____ 5
Initiative	_____ 1	_____ 2	_____ 3	_____ 4	_____ 5
Maturity	_____ 1	_____ 2	_____ 3	_____ 4	_____ 5
Dependability	_____ 1	_____ 2	_____ 3	_____ 4	_____ 5

5. Indicate the strength of your overall endorsement of the applicant:

\_\_\_\_\_ Recommend with reservation \_\_\_\_\_ Recommend \_\_\_\_\_ Highly Recommend

6. Feel free to elaborate using the reverse side of this form or a separate attachment on the above information or include any information that you believe is pertinent to the selection of this applicant as a graduate student employee.

**Signature of Reference:** \_\_\_\_\_ **Date:** \_\_\_\_\_