



Recommendation Form

2009-2010

TO THE APPLICANT:

Please complete the following information and give this form to the recommender to complete.

Applicant's waiver of right of access to confidential statement: I hereby freely and voluntarily waive my rights of access to any information contained in this recommendation, and I agree that the statements shall remain confidential.

Applicant Name _____ LEARN Position Applying For _____

Program (circle all that apply): ASPIRE GEAR UP PREP

Applicant Signature _____ Date _____

TO THE RECOMMENDER:

Please complete the following questionnaire about the abovementioned applicant. This person is reapplying for a position with LEARN as a Youth Leader who will work with underserved K-12 students in education, enrichment and recreation activities. Please evaluate the applicant in this type of setting and comment on their professional and/or personal demeanor. This form should be returned to the applicant in an envelope; please seal the envelope and sign it across the seal. We are aware of the time and care necessary to prepare this evaluation and gratefully acknowledge your assistance.

Name of Recommender _____ Position/Title _____

Organization/Institution _____ Phone Number _____

1. How long have you known the applicant and under what circumstances?

2. What are the applicant's strengths?

3. What are the applicant's weaknesses?



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4. How do you feel the applicant rates in the following categories?

	Outstanding	Above Average	Average	Below Average	Not Satisfactory	Unable to Comment
Work Ethic: Honesty, Maturity, Hard-working						
Interpersonal Relationships: Courtesy and cooperation.						
Communication Skills: Written and oral communication, ability to express ideas clearly, listens well and follows instructions.						
Leadership Skills: Initiates ideas and solutions, motivates others						
Initiative: Willingness to start and complete tasks without specific direction, recognizes problem and suggests solution.						
Judgment: Capacity to make reasonable decisions.						
Dependability						
Social Skills						
Conduct: adherence to rules and policies.						
Willingness to work						
Ability to work independently: Needs little instruction, stays on track and focused.						
Ability to work interdependently: Team player, cooperation.						
Ability to help others learn						
Motivation						
Professionalism						
Capacity to provide academic assistance to K-12 youth						
Capacity to lead youth in a recreational or sport activity						

5. Overall Impression of Applicant (*please check one*):

- Enthusiastically recommended
- Recommended
- Recommend with some reservations
- Do not recommend

6. Other comments or suggestions:

Recommender Signature

Date