To the applicant: Please complete the following:

Name_________________________________________________ Date ________________

The applicant should sign and date one of the following statements:

1) I wish to have access to this letter and I understand that under the Family Education Rights to Privacy Act of 1974, 20 U.D.C.A. Par. 1323 g (a) (1) and P.L. 397 of 1978, I have the right to read this recommendation.
   
   Applicant’s Signature_________________________________________ Date________________

2) I wish this letter to be confidential and I hereby waive any and all access rights granted me by the above laws to this recommendation.

   Applicant’s Signature_________________________________________ Date________________

Section 2: Compared to other individuals at this level of employment, please rate the applicant on the following attributes:

<table>
<thead>
<tr>
<th></th>
<th>Top 10%</th>
<th>Top 25%</th>
<th>Top 50%</th>
<th>Below 50%</th>
<th>Not observed</th>
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<tbody>
<tr>
<td>Willingness to Learn</td>
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<tr>
<td>Decision-making</td>
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<td>Initiative</td>
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<td>Dependability</td>
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<td>Adaptability</td>
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<td>Verbal Communication</td>
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<td>Written Communication</td>
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<td>Cooperation</td>
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<td>Poise and Tact</td>
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<td>Appropriate Peer Interaction</td>
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<td>Leadership Potential</td>
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<tr>
<td>Overall Potential as a Professional</td>
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</tbody>
</table>

Please proceed to next page
Additional Information: Use the space below to amplify or add to characteristics rated on reverse side. Please indicate applicant’s strengths and those qualities that require further development. (May use second sheet)

**Strengths:**

**Qualities that Require Further Development:**

1. **Relationship to Applicant:**
   - _____Supervisor
   - ______________________
   - Other (Describe)

2. Please Indicate:
   - How long have you known applicant?

3. How well do you know applicant?
   - _____Very well
   - _____Somewhat well
   - _____Not very well
   - _____Not well at all

4. Do you:
   - _____Highly Recommend
   - _____Recommend
   - _____Not Recommend

**Name** (please print or type)

**Signature**

**Position**

**Address**

**Phone**

Revised 11/6/18