

## Applicant Recommendation Letter

**Name of Applicant:**

**Current Address:**

**Applying to the following labs:**

- 1)
- 2)
- 3)

**TO THE APPLICANT:**

Complete the above information and send this form with self-addressed envelope to the individual who will be providing your reference. When the letter has been returned to you, it is to be submitted (in the *sealed* envelope) with the remainder of your application documentation. Letters will not be accepted if envelope seal has been broken.

**TO THE EVALUATOR:**

**Nature and duration of your interaction with this applicant:**

- |   |  |
|---|--|
| <input type="checkbox"/> Faculty                  | <input type="checkbox"/> Less than 1 year  |
| <input type="checkbox"/> Academic Advisor         | <input type="checkbox"/> More than 1 year  |
| <input type="checkbox"/> Employer                 | <input type="checkbox"/> More than 2 years |
| <input type="checkbox"/> Other - please describe. |  |

We are especially interested in your evaluative comments regarding this applicant's aptitude, competency and compatibility for each position to which they are applying. So, in addition to completing this form, we respectfully request that a separate letter of recommendation be submitted with the form. In the letter, please explain why you rated applicant as exceptional, and also address areas of caution or concern if applicable.

**PLEASE CHECK ALL CHARACTERISTICS BELOW THAT DESCRIBE THE APPLICANT:**

<p style="text-align: center;"><b>ANALYTICAL ABILITY</b></p> <p><input type="checkbox"/> Exceptional critical judgment</p> <p><input type="checkbox"/> Clear thinker</p> <p><input type="checkbox"/> Average analytical ability</p> <p><input type="checkbox"/> Poor analytical ability</p> <p><input type="checkbox"/> No opportunity to observe</p>	<p style="text-align: center;"><b>EMOTIONAL STABILITY AND MATURITY</b></p> <p><input type="checkbox"/> Very mature, poised and inspired</p> <p><input type="checkbox"/> Confident; well-adjusted</p> <p><input type="checkbox"/> Average maturity</p> <p><input type="checkbox"/> Immature; variable personality</p> <p><input type="checkbox"/> Emotional problems</p>
<p style="text-align: center;"><b>RESEARCH POTENTIAL</b></p> <p><input type="checkbox"/> Exceptionally creative and original</p> <p><input type="checkbox"/> Readily adapts to new concepts and techniques</p> <p><input type="checkbox"/> Satisfactory research capability</p> <p><input type="checkbox"/> Lacks sufficient aptitude for research</p> <p><input type="checkbox"/> No opportunity to observe</p>	<p style="text-align: center;"><b>REACTION TO CRITICISM</b></p> <p><input type="checkbox"/> Welcomes criticism; strives to improve</p> <p><input type="checkbox"/> Accepts correction; shows improvement</p> <p><input type="checkbox"/> Generally adheres to advice regarding corrective measures</p> <p><input type="checkbox"/> Resists constructive criticism; justifies mistakes</p> <p><input type="checkbox"/> No opportunity to observe</p>
<p style="text-align: center;"><b>MOTIVATION, INITIATIVE &amp; PERSEVERANCE</b></p> <p><input type="checkbox"/> Self-starter; creates own quests and objectives</p> <p><input type="checkbox"/> Works independently with minimum help and supervision</p> <p><input type="checkbox"/> Average initiative and perseverance</p>	<p style="text-align: center;"><b>DEPENDABILITY AND INTEGRITY</b></p> <p><input type="checkbox"/> Reliable and trustworthy</p> <p><input type="checkbox"/> Dependable in most cases</p> <p><input type="checkbox"/> Average dependability</p> <p><input type="checkbox"/> Questionable dependability</p> <p><input type="checkbox"/> Cannot be trusted</p>

**From a scale 1 (worst) to 5 (best), evaluate the applicant's following skills:**

Writing skills:

Verbal skills:

Organization skills:

Accuracy of work:

Laboratory skills:

Intellectual ability:

**Summary Evaluation:**

**Highly Recommend**

**Recommend**

**Recommend w/Reservations**

**Do Not Recommend**

**Evaluator's Name**

**Evaluator's Signature**

**Evaluator's Position or Title**

**Evaluator's Employer Evaluator's Telephone Number**

**Evaluator's E-Mail Address**