

**Education Applicants:** Recommendations are required from individuals who have known you in an academic professional and/or personal qualifications context (i.e. skills with youth, intellectual/problem solving skills, character). Relatives may not submit recommendations. If you previously attended a Teacher Preparation Program at another institution and have taken education coursework within the last three years (not including prerequisites in a liberal studies program), one recommendation must be from a faculty member at the previous institution who can attest to your good standing in that program.

**DIRECTIONS TO THE APPLICANT:** Complete the *Application Identifying Information & Recommendation Waiver* section, and give it to an individual who has agreed to serve as a reference.

### ***Applicant Identifying Information***

Last Name			First Name
Address			Primary Phone(###-###-####)
City	State	Zip Code	Email Address

### ***Recommendation Waiver***

Do you wish to waive your right to examine this recommendation?                      Yes                      No

**Please Note:** If you waive your right to examine this recommendation, this form can only be submitted by the recommender.

Under the Family Educational Rights and Privacy Act of 1974, students have access to their education record, including recommendations. However, students may waive their right to view these recommendations, in which case they will be held in confidence

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### ***Recommender Information***

Last Name	First Name
Email Address	Primary Phone(###-###-####)

**How long have you known the applicant?**

\_\_\_\_\_/\_\_\_\_\_  
Years                      Months

**In what capacity do you know the applicant?**

\_\_\_\_\_  
Professionally / Academically

### ***Company / Organization Information***

Company / Organization	Position / Title
Address	City                      State                      Zip Code

### *Applicant Evaluation*

**Please rate the applicant on each of the following factors:**

#### **Professional Skills**

**Organization:** The applicant identifies specific tasks, collects appropriate information and generally functions in a logical, efficient, and productive manner.

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

**Dependability and Responsibility:** The applicant can be relied upon, handles responsibility well, and follows through on commitments.

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

**Leadership:** The applicant can organize and direct activities involving people and help others to accomplish tasks through direction and example

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

**Initiative:** The applicant identifies what needs to be done in situations and does it promptly.

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

**Time Management:** The applicant organizes time so that tasks undertaken are completed in accordance with a schedule that has been predetermined, or agreed upon by the applicant.

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

**Ability to work well with others:** The applicant gets along with others, respects diversity, and has potential for working with students with diverse backgrounds: for example, age, ability level, culture.

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

**Attendance and Punctuality:** The applicant consistently keeps appointments and arrives on time.

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

**Quality of Work:** The applicant consistently exhibits a high quality of work in relation to others with the same job title.

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

Additional Comments about Applicants Professional Skills:

### Communication and Scholarship

**Oral Communication:** The applicant uses language accurately and expresses self clearly and concisely.

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

**Written Communication:** The applicant uses written language for a variety of purposes to articulate ideas in a clear, concise, and correct manner.

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

**Scholarship:** The applicant maintains a high level of intellectual inquiry. He/She engages and takes risks intellectually

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

**Aptitude:** The applicant readily grasps new ideas and concepts.

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

Additional Comments about Applicants Communication and Scholarship:

**Maturity:** The applicant acts with poise, mature judgment, and self-control.

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

**Enthusiasm:** The applicant has a positive attitude and reacts with enthusiasm and optimism.

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

**Self-confidence:** The applicant demonstrates confidence in his/her own ideas and abilities but is willing to acknowledge mistakes when made.

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

Additional Comments about Applicants Personal Qualities:

Recommender Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** Digital signature is acceptable if the form is submitted from the recommender's email address that the applicant listed on their application.

Please submit the complete form directly to [apply@umassglobal.edu](mailto:apply@umassglobal.edu)