

Appropriate References include the following:

1. Your most recent employer/supervisor.
2. A professor who can assess your academic achievements.
3. A professional person or colleague (not a relative) who is well acquainted with your work ethic and/or academic achievement.

Applicant Identifying Information

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

Recommendation Waiver

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

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.

Recommender Information

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

How long have you known the applicant?

In what capacity do you know the applicant?

Years / Months

Professionally / Academically

Company / Organization Information

Company / Organization	Position / Title
Address	City, State Zip Code

Applicant Evaluation

Please select one item under each category.

CREATIVITY

- 1 Fails to incorporate new information
- 2 Maintains status quo; requires assistance with new information
- 3 Supports the development of new ideas; deals adequately with information
- 4 Contributes to development of new ideas; grasps new information
- 5 Generates new ideas; grasps new information easily
- CANNOT JUDGE

INITIATIVE

- 1 Requires detailed instruction; dependent on others
- 2 Frequent supervision required; relies on others
- 3 Routine worker; requires supervision on new tasks
- 4 Resourceful; independent; paces self
- 5 A self-starter; seeks additional tasks
- CANNOT JUDGE

ACCURACY

- 1 Makes frequent avoidable errors
- 2 Work is inaccurate
- 3 Adequate level of accuracy; occasional errors
- 4 Seldom makes an error; careful
- 5 Always accurate; work shows great attention to detail
- CANNOT JUDGE

COMMUNICATION

- 1 Difficulty communicating ideas and intentions to others
- 2 Acceptable communication with others under normal circumstances
- 3 Communicates clearly with others under unusual circumstances
- 4 Communicates clearly to multiple audiences under unusual circumstances
- 5 Clear expression of ideas even under stress and can translate communication of others (negotiator) to multiple audiences
- CANNOT JUDGE

PERSEVERANCE

- 1 Changes objectives; unable to complete tasks without direction
- 2 Not well focused; rarely completes tasks without direction
- 3 Usually focused; completes most tasks; requires some direction
- 4 Focused; completes tasks with only appropriate direction
- 5 Focused on objectives; completes tasks; overcomes obstacles
- CANNOT JUDGE

ORGANIZATION

- 1 Unable to prioritize tasks; disorganized work habits
- 2 Variable efficiency in managing tasks
- 3 Reorganizes efficient ways of accomplishing tasks with some direction
- 4 Organizes work and accomplishes tasks with minimal direction
- 5 Prioritizes and accomplishes tasks independently
- CANNOT JUDGE

PRODUCTIVITY

- 1 Insufficient; needs prodding
- 2 Does only required minimum
- 3 Good, average output
- 4 Usually does more than required
- 5 Energetic; highly productive
- CANNOT JUDGE

LEADERSHIP

- 1 Does not understand how to get cooperation; poor discipline, too lax or severe
- 2 Frequent difficulty in obtaining cooperation; difficulty getting job done
- 3 Receives routine cooperation; gets satisfactory job done
- 4 Influences and inspires others; get job done well
- 5 Forceful leader; promotes top performance from others
- CANNOT JUDGE

JUDGMENT

- 1 Poor judgment; likely to make illogical decisions
- 2 Fair judgment under normal circumstances; sometimes acts before thinking
- 3 Judgment good on routine matters
- 4 Thinks clearly and positively under unusual circumstances
- 5 Logical; sound judgment
- CANNOT JUDGE

ADAPTABILITY

- 1 Has considerable difficulty in adjusting to any assignments
- 2 Has some difficulty when shifted to new/different assignments
- 3 Average amount of guidance needed to learn variety of duties
- 4 Usually learns new assignments with normal supervision
- 5 Highly flexible; can handle many varied assignments
- CANNOT JUDGE

STRESS TOLERANCE

- 1 Easily irritated; finds pressures intolerable
- 2 Occasionally goes to pieces under pressure; is "jumpy" and nervous
- 3 Has average tolerance for crises; usually remains calm
- 4 Tolerates pressures; tolerates crises better than most
- 5 Thrives under pressure; enjoys challenges and problems
- CANNOT JUDGE

DEPENDABILITY

- 1 Unreliable; needs detailed supervision and follow-up
- 2 Somewhat unreliable; requires occasional check on routine tasks
- 3 Usually can be depended on, but must be checked on important matters
- 4 Usually meets responsibilities carefully and correctly
- 5 Merits utmost confidence
- CANNOT JUDGE

OVERALL POTENTIAL FOR UNDERGRADUATE STUDY

- 1 Unlikely to be successful in undergraduate studies
- 2 Likely to have some difficulties in undergraduate studies
- 3 Has potential for success in undergraduate studies
- 4 Likely to be successful in undergraduate studies
- 5 Very likely to be successful in undergraduate studies
- CANNOT JUDGE

Additional Comments about the applicant:

By submitting this recommendation, I certify that I am the individual identified on this form. I authorize the Office of Admission to process this recommendation.

Signature:

Date:

IMPORTANT: It is preferred to use Internet Explorer when completing this form. If accessing this form through Chrome, it will be necessary for you to download, and save the form. This will allow the digital signature to appear.

Click the *Submit* button to open your email browser. The form will be automatically attached to the email, and will be sent directly to apply@brandman.edu.