

To the Applicant:

Complete the section below and send this form to your recommender with a self-addressed, stamped envelope.

Name Mr. Ms. _____
First Middle Last (Family)

_____ Social Security Number Degree and specialization to which you are applying

Under the Family Educational Rights and Privacy Act of 1974, you have the right to review official College student records. You may waive that right, if you wish to do so in the case of this recommendation, by signing here. *Your waiver will in no way affect the decision on your application.*

Signature of Applicant _____ Date _____

To the Recommender:

We are extremely grateful for your time and input. Your assessment of the applicant is crucial to our evaluation of his/her candidacy for admission.

Using the chart and questions below, please assess the applicant’s potential as a graduate student and administrator. Your evaluation will be most helpful if your comments are as specific and candid as possible. Feel free to provide a more detailed evaluation of the candidate in an attached letter, if you prefer. The student has been given the option to waive the right to review this recommendation (see above).

Please keep in mind that the applicant cannot be considered for admission until your recommendation is on file.

Once you have completed this form, return it and any attachments to the applicant in the recommendation envelope provided, which you should seal and sign. The applicant will return the sealed envelope with the completed application to the School of Public Affairs.

Thank you on behalf of the Admissions Committee.

Evaluation Chart

Use the chart below to rate the applicant relative to other individuals you have known in the same circumstances in recent years.

	Exceptional (Top 10%)	Outstanding (Top 20%)	Above Average (Top Third)	Average (Middle Third)	Below Average (Bottom Third)	Unable to Judge
Intelligence						
Originality & Creativity						
Motivation & Initiative						
Maturity						
Ability to Work Independently						
Managerial Career Potential						
Overall Potential for Graduate Study						

(Continued on following page)

Assessment Questions

In the space below or on a separate page, please answer the following questions and provide any additional comments you believe might be helpful to the Admissions Committee.

1. In what capacity and for how long have you known the applicant?

2. In comparison to his/her peers, has the applicant used his/her abilities and opportunities to the maximum potential?

3. Discuss the applicant's interpersonal skills. Does the applicant work well in groups and assume leadership roles?

4. Discuss the applicant's work skills. Does the applicant take initiative and perform well under pressure?

5. Describe the applicant's ability to communicate in oral and written form.

6. In your opinion, does the applicant have a commitment to public service?

Overall Opinion

Please mark one:

- The applicant has my unqualified recommendation.
- I do not recommend the applicant.
- I recommend the applicant with reservations. My reservations are _____

Signature of Recommender _____ Date _____

Name (type or print) _____

Title _____

Organization _____

Address _____
Number and Street

City _____ State _____ Zip Code _____

Return this form to the applicant in the enclosed envelope. Seal and then sign the envelope. Thank you.