



School of Graduate Studies and Research

RECOMMENDATION FORM

Applicant's Name (print): _____
Last First Middle

Please specify intended area of study: _____

To the Recommender: Please respond to the following questions. Please type or print. After completing this form, return it to the School of Graduate Studies and Research. This recommendation is a required part of the application so a prompt return to the School of Graduate Studies and Research is important. The Grambling State University School of Graduate Studies and Research admissions process places a great deal of importance on comments from recommenders. We realize this requires time and effort on your part and we appreciate your assistance.

To the Applicant and Recommender: This recommendation will be used only for admission to programs in the Grambling State University School of Graduate Studies and Research. The applicant will have access to the recommendation under the provisions of the Family Educational Rights and Policy Act of 1974 unless he/she waives that right.

Waiver Release Statement: I waive my right to see this reference form.

Applicant's signature

To the Applicant: Please indicate your full name and intended plan of study above. Give this form to the person you have asked to recommend you. Ask this person to mail this form to the:

School of Graduate Studies and Research
Grambling State University
GSU Box 4239
Grambling, LA 71245

1. How long have you known the applicant and in what capacity?
2. What do you consider the applicant's primary talents or strengths as they relate to the applicant's intended area of study?
3. In what areas does the applicant need improvement or growth?
4. Comment on the applicant's interpersonal skills (effectiveness in establishing and maintaining relationships; working with supervisors, peers, subordinates; willingness to work in a team environment.)
5. Please discuss your perception of the applicant's professional potential following the completion of graduate work.

For each characteristic below, rank the applicant as compared with those in similar positions.

	BELOW AVERAGE LOWER 50%	AVERAGE TOP 50%	ABOVE AVERAGE TOP 25%	EXCELLENT TOP 15%	SUPERIOR TOP 5%	EXCEPTIONAL TOP 2%	NOT ABLE TO DETERMINE
Goal orientation							
Self-confidence							
Personal integrity							
Initiative							
Planning skills/time management							
Written communication skills							
Oral communication skills							
Ability to work with others							
Creativity							
Intellectual ability							
Analytical skills							
Motivation							
Maturity							
Leadership potential							

Additional Comments:

What is your recommendation for this applicant?

Recommend with Confidence _____

Recommend _____

Recommend with Reservation _____
(Please provide explanation)

Not Recommended _____

Unable to rate _____

Recommender's Name (Please print): _____ Signature: _____

Position: _____

Please feel free to attach your letter to this document.