RECOMMENDATION FORM

Dear Recommender:

This letter of recommendation template is designed to save you valuable time by providing a single set of recommendation questions. Please follow the steps below in filling out the template:

1. Save this template to your computer. PLEASE NOTE: To ensure that you do not accidentally lose any entered form data, please save the template to your computer first and avoid completing the template online within your browser.

2. Complete the template offline and save a final version of the file to your computer.

3. Once you have completed your recommendation – please send via email to busgrad@csudh.edu. Form must be sent from your work or professional email account and must be signed by the recommender.

FIRST AND LAST NAME OF RECOMMENDER:	
CURRENT ORGANIZATION:	
CURRENT POSITION/TITLE:	
ORGANIZATION ADDRESS:	
ORGANIZATION TELEPHONE AND EMAIL ADDRESS:	

APPLICANT INFORMATION

First Name of the applicant:

Last Name of the applicant:

Context of Relationship:

If *other*, please explain

How long have you known   **Years**   **Months**

the applicant:

1. Please provide a brief description of your interaction with the applicant and, if applicable, the applicant's role in your organization.

2. What is your assessment of the applicant's intellectual, academic, or research abilities in comparison to other well-qualified individuals in a similar role?

3. What do you consider to be the applicant's strengths and weaknesses which may influence his/her/their studies and research potential in the MPA program?

4. Is there anything else we should know? (Optional)

Please rate the applicant on the qualities below by putting an "X" in the appropriate column on the following scale.

	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	NO BASIS FOR JUDGMENT
Intellectual Ability: The power to grasp concepts and to reason analytically					
Creativity: Capacity for original thought; ability to generate new ideas					
Initiative: Acts ahead of need/anticipates problems					
Problem Solving: Frames problems, analyzes situations, identifies key issues, conducts analysis on the issues, and produces acceptable solution					
Communication: Delivers messages and ideas in a way that engages an audience and achieves buy-in; uses listening and other attending behaviors to reach shared understanding					
Teaching: Ability to deliver information/skills to others					
Perseverance: Ability to see things through to successful conclusions					
Adaptability: Adapts to changing demands and circumstances without difficulty					
Managerial Potential: Manages and empowers a team of direct reports or peers on project-based teams (includes virtual teams); ability to organize him/herself and others and get things done					
Social Skills: Ability to deal with people effectively					
Trustworthiness/Integrity: Acts consistently in line with or follows explicit values, beliefs, or intentions					
Self-Awareness: Aware of and seeks out additional input on own strengths and weaknesses					

Signature: _____ **Date**: _____

SUBMIT