

GEAR UP RECOMMENDATION FORM

Applicant's Name _____

To the Recommender: The person above had applied for a tutor position with the GEAR UP grant and has listed you as a reference. We know the effort that can go into filling out a recommendation form, and we appreciate your time and help. Please feel free to use a casual style in your responses if that makes the task any more manageable.

Recommender's name _____

Address _____

City _____ State _____ Zip Code _____

Telephone (____) _____

Position _____ How many years have you known the applicant? ____

How do you know the applicant? _____

What days and times are best for us to discuss this applicant? _____

Please rate your responses to the following statements:

In my experience, this applicant:

| | strongly agree | agree | neutral | disagree | strongly disagree |
|--|---------------------------|--------------|----------------|-----------------|------------------------------|
| is reliable and conscientious in his/her approach to a task. | 1 | 2 | 3 | 4 | 5 |
| can work well under stress. | 1 | 2 | 3 | 4 | 5 |
| responds well to direction & instruction from supervisors. | 1 | 2 | 3 | 4 | 5 |
| is thorough in his/her approach to a project. | 1 | 2 | 3 | 4 | 5 |
| can work independently once the desired outcome is known. | 1 | 2 | 3 | 4 | 5 |
| is detail-oriented. | 1 | 2 | 3 | 4 | 5 |
| likes to take the role of the leader. | 1 | 2 | 3 | 4 | 5 |
| is flexible in adjusting to work schedules and assignments. | 1 | 2 | 3 | 4 | 5 |

Please briefly describe your view of the applicant with regard to his/her ability to work effectively and creatively with others towards a common goal.

What do you feel the applicant does best in a work setting?

Please discuss any other characteristics or attributes of the applicant you think we should bear in mind while considering the possibility of entrusting a group of children to the care and supervision of this person.

Signature of Recommender

Date

Please return to:

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