

LETTER OF RECOMMENDATION FORM

Part 1: To the Applicant

Applicant: Please read and complete this portion of the Letter of Recommendation Form. After completing and signing, send this form to each individual who will write your letters of recommendation. Along with this form, you must provide recommenders with instructions for submitting materials. Recommenders should submit this form and the letter of recommendation together, by the application deadline.

Name of Applicant (print): _____

The Family Educational Rights and Privacy Act of 1974 (FERPA), allows a candidate for admission to waive their right to access confidential letters or statements written on their behalf, if the recommendation is used solely for the purpose of admission and if the candidate, upon request, is notified of the name of all persons making such recommendations on their behalf. The University does not require that you make such a waiver as a condition for admission.

WAIVE. I grant permission for this letter of recommendation to be held confidential by the University of South Alabama Social Work program.

DO NOT WAIVE. I retain the choice of having letters of recommendation available to me.

Applicant (EO 28) www.usa.edu



Part 2: To the Recommender (cont'd)

Knowledge of the Applicant:

1. What is your relationship to the applicant? (Check all that apply.)

- Professor/Instructor Field Experience Supervisor Academic Advisor
 Current Employer Former Employer
 Other (please specify) _____

2. How long have you known the applicant? _____ (months/years)

Performance, Skills, & Abilities

Using the following criteria, choose the rating that best describes the applicant for each category:

| | Excellent (Top 5%) | Above Avg. (Top 25%) | Average (50%) | Below Avg. (Below 50%) | Insufficient (Below 25%) | Unknown |
|-------------------------------------|-----------------------|-------------------------|------------------|---------------------------|-----------------------------|---------|
| Academic Performance | | | | | | |
| Demonstrated Professional Behavior | | | | | | |
| Demonstrated Ethical Behavior | | | | | | |
| Demonstrated Teamwork Ability | | | | | | |
| Verbal Communication Skills | | | | | | |
| Written Communication Skills | | | | | | |
| Critical Thinking / Problem Solving | | | | | | |
| Constructive Use of Feedback | | | | | | |

Additional Comments:

Recommendation of the Applicant (check one):

- With Confidence With Reservation Do Not Recommend

*Signature of Recommender: _____

*Date: _____