

## 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:

	<b>strongly agree</b>	<b>agree</b>	<b>neutral</b>	<b>disagree</b>	<b>strongly disagree</b>
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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