



## LETTER OF RECOMMENDATION

**STUDENT NAME:** \_\_\_\_\_ **CURRENT TERM:** \_\_\_\_\_

**COURSE STUDENT COMPLETED WITH FACULTY:** \_\_\_\_\_

**Instructions:** In the space at the left, check the phrase which most accurately describes the student's performance in your class.

### Ability to Get Along With People

- 0 Frequently rude and unfriendly-uncooperative
- 1 Has some difficulty working with others
- 2 Usually gets along well with people
- 3 Is poised, courteous, and tactful with people
- 4 Exceptionally well accepted by peers, customers, and supervisors

### Cooperation

- 0 Uncooperative, antagonistic
- 1 Cooperates reluctantly
- 2 Cooperates willingly when asked
- 3 Cooperates eagerly and cheerfully
- 4 Always cooperates eagerly & cheerfully

### Dependability

- 0 Unreliable, even under careful supervision
- 1 Sometimes fails in obligations
- 2 Meets obligations under supervision
- 3 Meets obligations without much supervision
- 4 Consistently meets obligations without supervision

### Appearance

- 0 Untidy and/or inappropriately groomed
- 1 Sometimes neglects personal appearance
- 2 Satisfactory personal appearance
- 3 Careful about personal appearance
- 4 Exceptionally neat and appropriately groomed

### Productivity

- 0 Fails to demonstrate adequate level of productivity
- 1 Does just enough to get by
- 2 Maintains constant level of performance
- 3 Very industrious, exceeds average performance
- 4 Superior level of productivity

### Attendance

- 0 Often absent without excuse or late for work
- 1 Lax in attendance and/or reporting on time
- 2 Usually present and on time
- 3 Very prompt and regular in attendance
- 4 Always prompt and regular in attendance

### Ability to Follow Instructions

- 0 Seems unable to follow instructions
- 1 Needs repeated detailed instructions
- 2 Follows most instructions with little difficulty
- 3 Follows instructions with no difficulty
- 4 Uses initiative in interpreting & following instructions

### Initiative

- 0 Always attempts to avoid work
- 1 Sometimes attempts to avoid work
- 2 Does assigned tasks willingly
- 3 Willingly does more than assigned work
- 4 Demonstrates resourcefulness & originality

### Quality of Work Duties & Responsibilities

- 0 Does almost no acceptable work
- 1 Does less than acceptable level of work
- 2 Does normal level/amount of acceptable work
- 3 Exceeds required level of acceptable work
- 4 Completes exceptional level of accurate work

### Overall Evaluation of Intern's Performance

- 0 Poor
- 1 Below Average
- 2 Average
- 3 Above average
- 4 Outstanding

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**FACULTY SUPERVISOR'S SIGNATURE**

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**DATE**