



Applicant Information

Name: _____
First Name Middle Initial Last Name

Address: _____
Street City State Zip

Phone: () _____ E-mail: _____

I'm applying for: _____
Program Location Term

Important Guidelines for the Recommender:

The applicant named above has selected you as a reference. Your report will be helpful in determining whether or not the applicant should be admitted for graduate study. Criteria for evaluation include: scholarship, demeanor, oral and written communication skills, work habits, judgment, self-confidence, organizational and decision-making skills, leadership potential, commitment to their profession and the ability to successfully complete a graduate program.

Please do not return this form to Keuka College. Completed forms should be returned to the applicant in a sealed envelope by the date s/he has requested.

The applicant requests that you complete and return this form by:

Recommender Information

Name: _____
First Name Middle Initial Last Name

Address: _____
Street City State Zip

Phone: () _____ E-mail: _____

Employer: _____ Title: _____

How long have you known the applicant? In what capacity? _____

Appraisal of the Applicant

Please rate the applicant on the qualities listed below in comparison to other prospective graduate students in this field.

	1 - weak	2	3	4	5 - strong
Intellectual ability					
Writing ability					
Analytical ability					
Organizational skills					
Leadership					
Integrity					
Ability to work effectively with others					
Maturity and emotional stability					
Self-awareness					
Creativity					
Ability to accept and benefit from constructive criticism					
Sensitivity to individuals and issues					
Overall potential as graduate school					

Narrative Evaluation

All Applicants: Please attach a written narrative addressing one or more of the following:

1. Describe the applicant's integrity, ideals, and motivations.
2. What do you consider to be the applicant's strengths and weaknesses?
3. What attributes make the applicant a qualified candidate for a graduate program? What barriers may impede his or her success?

Social Work Applicants Only:

4. Explain the applicant's level of ability to work with diverse populations (oppressed, vulnerable, or disadvantaged population).
5. In what ways do you think the applicant will benefit from an advanced standing (1 year full time) or traditional (2-years full time) program?

Summary Evaluation

Based on my interactions with and assessment of the applicant (please check one below):

- I strongly recommend this applicant
- I recommend this applicant
- I recommend with reservation
- I do not recommend this applicant

Signature: _____

Date: _____