



## RECOMMENDATION FORM

Dear Reference,

Thank you for taking the time to evaluate this applicant's qualifications for admission to the UFP Business School. This form is provided as a guide. However, if it is more convenient, please feel free to submit a written letter.

Once complete, return this form to the applicant or you may send it directly to the UFP Business School recruiter at michael.hopson@ufpi.com.

Applicant's Name: \_\_\_\_\_

How do you know the candidate?

Employer \_\_\_\_\_

Teacher \_\_\_\_\_

Counselor \_\_\_\_\_

Coach \_\_\_\_\_

Other \_\_\_\_\_

Please describe: \_\_\_\_\_

How long have you known the candidate?

<1 year \_\_\_\_\_

1 – 3 years \_\_\_\_\_

>3 years \_\_\_\_\_

How well do you know the candidate?

Well \_\_\_\_\_

Fairly Well \_\_\_\_\_

Slightly \_\_\_\_\_

What are the first words that come to mind that describe this applicant?

Please check the degree to which the applicant demonstrates the following qualities:

	<b>Excellent</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Do Not Know</b>
Academic ability					
Academic motivation					
Written expression					
Verbal communication					
Energy and initiative					
Leadership					
Self-confidence					
Social emotional maturity					
Adaptability					
Responsibility					

General comments regarding the applicant's strengths:

Comments regarding areas that need improvement:

Is there anything else we should know about the applicant?

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_