

**Craig C. Hart Career Center, Illinois Wesleyan University  
P.O. Box 2900 ♦ Bloomington, IL 61702-2900**

**Instructions to Student:** Complete the top portion of this form *before* giving it to your recommender. Please type or use black ink. This form will be photocopied.

I am maintaining a placement file with the Career Center at Illinois Wesleyan University and would appreciate your submission of a recommendation for me.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note to Author of Recommendation:**

Please rate the student named above on the following characteristics. Please type or use black ink. This form will be photocopied.

Trait	Superior	Above Average	Average	Below Average	No Basis for Judgment
<b>Work Performance:</b> Motivated, industrious, does work promptly, independently and thoroughly.					
<b>Originality:</b> Demonstrates initiative and resourcefulness; uses imagination and is not stereotyped in thinking.					
<b>Judgment:</b> Critically and reliably evaluates facts for people, policies, situations, uses common sense.					
<b>Written and Oral Expression:</b> Expresses ideas well orally and in writing.					
<b>Development Potential:</b> Has potential for personal and professional growth.					
<b>Leadership:</b> Demonstrates capacity to assume responsibility, organize work and harmoniously execute a project with others.					
<b>Adaptability:</b> Has ability to evaluate new or changing conditions and to accept them naturally.					

**Remarks:** (Please offer any additional information which you consider pertinent to your evaluation of this student. If the space provided is insufficient, please use the reverse side or attach a signed letter.)

\_\_\_\_\_  
Name of Recommender Title

\_\_\_\_\_  
Institution/Organization

\_\_\_\_\_  
Address City State

Relationship to Student (instructor, employer, etc.) How long have you known the applicant?

How well do you know the applicant?     Slightly     Fairly Well     Very Well

\_\_\_\_\_  
Signature Date

**Please return directly to:  
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