

# Graduate Professional Recommendation

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## Section I

**To the Applicant:** (please print or type)

**Student Name:** \_\_\_\_\_  
Last First Middle

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

\_\_\_\_\_ State Zip/Country Home/Cell Phone Work Phone

## To the Applicant and the Recommender:

*This recommendation will be used only for admission purposes. I hereby waive my right to access this confidential information.*

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

## Section II

### To the Recommender

*The person named above is an applicant to Davenport University Graduate Program. The Admissions Committee attaches considerable weight to the statements made by the recommenders the applicant has selected. You will greatly assist the members of the Committee and the applicant by providing candid responses to the items on this form. If you wish to provide additional information or comments, please attach an additional sheet if necessary. The Committee is aware of the time necessary to prepare such an assessment and gratefully acknowledges your help. We would be pleased to provide you with additional information about our program if it will assist you in any way. Send in sealed envelope with signature across back seal.*

Please return this recommendation to **Davenport University Admissions: 6191 Kraft Ave., Grand Rapids, MI 49512**

**Recommender's Name:** \_\_\_\_\_  
Last First Middle

\_\_\_\_\_ Position Title Firm

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

\_\_\_\_\_ State Zip/Country Home/Cell Phone Work Phone

### Professional Recommendation:

1. In what capacity have you known the applicant?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. How long have you known the applicant?

3. What are the applicant's principal talents or strengths?

4. What work related characteristics do you consider to be in need of improvement?

5. In your opinion, how well has the candidate planned for entry into Davenport University's graduate program?

6. Please rate the applicant using this scale.

	Outstanding	Good	Average	Poor	Unable to Judge
• Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Poise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Persistence and drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Planning skills (ability to allocate & schedule resources/time)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Analytical ability (ability to explore problems in an orderly manner)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Please comment on the above ratings and make any additional statements concerning the candidate's qualifications for graduate study, in light of your observations. (Attach an additional sheet if necessary.)

8. Select one:

- I strongly recommend that this applicant be admitted to the Davenport University Graduate Program.
- I recommend that this applicant be admitted to the Davenport University Graduate Program.
- I recommend with some reservations that this applicant be admitted to the Davenport University Graduate Program.
- I do not recommend that this applicant be admitted to the Davenport University Graduate Program.

9. My reservations are: \_\_\_\_\_

Signature of Recommender \_\_\_\_\_ Date: \_\_\_\_\_