

4. **RESPONSIBILITY:** Consider the degree to which this person is dependable, prompt, accurate, and conscientious.

1 2 3 4 5

Comments:

5. **MATURITY:** Consider the candidate's ability to make sound decisions, react to situations, and overall adult development.

1 2 3 4 5

Comments:

7. **INITIATIVE:** Consider the ease which this person approaches a new situation and carries the work to completion.

1 2 3 4 5

How would you describe his/her work style?

Place a check mark to indicate your reaction if you were in a position to employ this applicant.

- Highly qualified
- Qualified
- Not Qualified

How long have you know this candidate and in what capacity?

Recommender's Signature _____ Date: _____

Recommender's Name: _____ Position _____

Institution or Business _____

Please return to: Office of University Conferences
DUC/Drawer B
Emory University
Atlanta, GA 30322

Fax (404) 727-4774