



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:

6. **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 \_\_\_\_\_

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