

Recommendation Form for Graduate Assistantship Position

To the Applicant: This recommendation form will be used in assessing your application for a graduate assistantship. It will be received and maintained in confidence. Please indicate your desire to waive or not waive your right to see this letter by initialing beside the appropriate statement:

I waive my right to see this letter. _____

I do not waive my right to see this letter. _____

To the Recommender: (Mr./Ms./Mrs.) _____ has applied for a position as graduate assistant in the graduate sociology program at Longwood College. A graduate assistantship is a part-time position the duties of which include working closely with faculty on research and other scholarly projects.

Please rank the applicant along the following lines: (Check the response that best fits your assessment.)

Oral communication skills	Strong	Moderate	Weak	Don't Know
Written communication skills	Strong	Moderate	Weak	Don't Know
Ability to work with minimum supervision	Strong	Moderate	Weak	Don't Know
Self-Motivated	Highly	Moderately	Poorly	Don't Know
Maturity	High	Moderate	Low	Don't Know
Presentation of self	Good	Fair	Poor	Don't Know

Do you recommend the applicant for this position?

_____ **Yes, without reservation**

_____ **Yes, but with reservation** (*Please use the back to explain any of your concerns.*)

_____ **No** (*Please use the back to explain any of your concerns.*)

Position: _____

Signature and Date: _____

Address and Phone Numbers: _____

Return to: Coordinator of Graduate Sociology, Department of Sociology and Anthropology, 201 High Street, Farmville, Virginia, 23909

[Form created 1.20.00]