

**2016-2017 Congresswoman Vicky Hartzler – Academy Nomination Form
TEACHER/COACH EVALUATION AND LETTER OF
RECOMMENDATION GUIDELINES**

Name of Applicant (Last, First, Middle)

Date of Birth

The person named above is applying for a nomination to a U.S. Service Academy. The questions below help the Congresswoman select the best possible candidates. We know that it takes you a considerable amount of time and effort to complete this form. We appreciate your honest evaluation and help in this process.

Please rank the applicant among his/her peer group:

Excellent - among the best I have known

Very Good - stands out in relation to peers

Average - does what is expected for age/grade

Below Average – falls behind peers in expectations

	Excellent	Very Good	Average	Below Avg.
Ability to work under pressure				
Ability to adapt to changing circumstances				
Ability to work with others				
Ability to finish tasks without supervision				
Ability to handle constructive criticism; “coach-ability”				
Respect for authority				
Maturity				
Integrity				
Perseverance				
Competitiveness				

Signature: _____ Date: _____

Name (printed): _____ Title: _____

School: _____

Email: _____ Phone: _____

For additional comments, please attach a letter of recommendation using school letterhead. To help formulate your letter, you might consider the following questions:

1. How long have you known the applicant and in what capacity?
2. What are the applicant’s strengths, talents, or unique qualities?
3. What do you consider the applicant’s limitations or weaknesses?
4. What are the applicant’s leadership characteristics and reactions to stressful situations?
5. Do you know of any personal circumstances that might affect the applicant’s performance?

Please return this completed form and your letter of recommendation in a sealed envelope with your signature across the flap to the address below. It must arrive no later than October 12, 2016.

Attn: Academy Coordinator
Congresswoman Vicky Hartzler
2415 Carter Lane, Ste 4
Columbia, MO 65201
202-225-2876