

# CEP GRADUATE EVALUATION & RECOMMENDATION FORM

## Applicant Information

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**Last Name**

**First Name**

**Middle Initial**

You will need two copies of this form (one for each person writing a letter for you). Please complete the information above before giving the form to the individuals writing recommendation letters for you. Note: Evaluations should be completed by persons who are able to assess your performance in an academic or work setting. Read the statement below, and if you choose, sign where indicated.

The Family Educational Rights and Privacy Act of 1974 entitle student records to be open for students' inspection. The law also permits a student to sign a waiver relinquishing his/her right to inspect letters of evaluation. The applicant's signature below constitutes a waiver signifying that the evaluation will remain CONFIDENTIAL, meaning the student will not have access to the evaluation. No signature means that the applicant will have the right to read this evaluation.

*I hereby waive my right of access to this recommendation under the Family Educational Rights and Privacy Act.*

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**Applicant's Signature**

**Date**

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## Evaluator Information

The ECU College of Education and Psychology attach considerable weight to an evaluator's assessment of an applicant. Therefore, please provide your candid assessment of the applicant's preparation, motivation, and capacity for graduate study and potential for becoming successful in his/her chosen field. Please enclose this signature page and the recommendation form with your letter of recommendation. Thank you for your assistance.

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**Evaluator's Name**

**Position/Title**

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**Evaluator's Employer**

**City/State**

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**Evaluator's Preferred Contact Information**

**Preferred Contact Time**

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**Evaluator's Signature**

**Date**

## Knowledge of Applicant

How long have you known the applicant? (months, years) \_\_\_\_\_

How well do you know the applicant? (very, moderately, slightly) \_\_\_\_\_

How do you know the applicant (instructor, employer, supervisor) \_\_\_\_\_

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Please rate the applicant compared to his/her peers on the following abilities, traits, and dispositions by checking the rating which corresponds with your knowledge and impressions of this individual.

	Outstanding /Excellent 5	Above Average 4	Average/ Good 3	Below Average 2	Not Acceptable 1	Not Observed
<b><i>Character and Personality</i></b>						
Maturity/Poise	_____	_____	_____	_____	_____	_____
Dependability/Responsibility	_____	_____	_____	_____	_____	_____
Ethical standards	_____	_____	_____	_____	_____	_____
Leadership abilities	_____	_____	_____	_____	_____	_____
Respect for individual diversity	_____	_____	_____	_____	_____	_____
Mutual respect for peers	_____	_____	_____	_____	_____	_____
Mutual respect for others	_____	_____	_____	_____	_____	_____
Ability to work with others	_____	_____	_____	_____	_____	_____
Persistence/Task completion	_____	_____	_____	_____	_____	_____
Time management capabilities	_____	_____	_____	_____	_____	_____
Realistic expectations of self	_____	_____	_____	_____	_____	_____
Realistic expectations of others	_____	_____	_____	_____	_____	_____
Initiative	_____	_____	_____	_____	_____	_____
Self-Reliance	_____	_____	_____	_____	_____	_____
Appropriate task efficacy	_____	_____	_____	_____	_____	_____
Ability to work under pressure	_____	_____	_____	_____	_____	_____
<b><i>Intellectual Capacity</i></b>						
Retention of information	_____	_____	_____	_____	_____	_____
Analytical ability	_____	_____	_____	_____	_____	_____
Application/Reasoning skills	_____	_____	_____	_____	_____	_____
Ability to problem solve	_____	_____	_____	_____	_____	_____
Aptitude for graduate work	_____	_____	_____	_____	_____	_____
Written communication skills	_____	_____	_____	_____	_____	_____
Oral communication skills	_____	_____	_____	_____	_____	_____
Creativity	_____	_____	_____	_____	_____	_____
<b><i>Laboratory - Technical Abilities</i></b>						
Competency in area of proficiency	_____	_____	_____	_____	_____	_____
Computer technology skills	_____	_____	_____	_____	_____	_____
Library media skills	_____	_____	_____	_____	_____	_____
Research skills	_____	_____	_____	_____	_____	_____
Assessment/Testing skills	_____	_____	_____	_____	_____	_____
<b>Overall evaluation of the applicant's ability for graduate work and potential success in chosen field</b>	_____	_____	_____	_____	_____	_____

Please include any concerns you may have about this applicant in your letter of recommendation. We appreciate your candor as well as your time in completing the evaluation form and recommendation letter – Thank you.