

RCU Scholarship Recommendation Form

DIRECTIONS:

- Save this form to your desktop with the applicant's name (exp: jane_doe.pdf)
 - Open the saved form in Adobe Acrobat and complete all fields
 - If you have any additional comments, please list them under the "Comments" section
 - When you have completed the form, resave it
 - Log in to in HR RCU web page at: <http://hr.rhs.msu.edu/rcu/index.html>
 - Click 'Upload a Recommendation Letter'
 - Enter the MSUNet ID of applicant and select the saved file to upload from your desktop
 - Hit Submit
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Applicant's name: _____

What is your overall recommendation for this applicant?

Please use this scale to rate the applicant in relation to his or her peers.

(1 = Excellent 2 = Good 3 = Average 4 = Below Average 5 = Poor)

Oral Communication Skills: _____

Integrity: _____

Written Communication Skills: _____

Leadership: _____

Professionalism: _____

Maturity: _____

Teamwork: _____

Ethics: _____

Additional Comments (Please limit response to 450 characters):

How long have you known the applicant? _____

Under what circumstances have you known the applicant?

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Your Information:

Name

Position/Title

Organization

Email Address

Address

Phone Number

Signature (typing your name constitutes your signature)

Date

By signing this recommendation, I acknowledge that the information provided is an accurate and true reflection of my assessment of this applicant, and that this recommendation was written entirely by me.