

Attachment F

STUDENT INTERN REFERENCE(S) RECOMMENDATION FORM (Part 1)

Student Intern's Name: _____

I, hereby, waive my rights to see recommendations received from my references.

Student Signature

Date

To the individual completing this form:

Part of the application process for the college student interns includes three recommendations, one from a faculty member and two from employers and/or personal references (non-related). The U.S. Postal Service Office of Inspector General would appreciate a candid reference on the above-named student.

1. How long have you known this student?

- 0 - 1 year
- 2 - 5 years
- 6 - 10 years
- 10 or more years

2. In what capacity have you known the student?

- Instructor
- Employer
- Other _____

3. Please list five adjectives that best describe the candidate:

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

1) How well would the student adapt to a professional setting?

2) Why do you believe this student would or would not make a successful intern?

STUDENT INTERN RECOMMENDATION FOR REFERENCES (Part 2)

Please rate the candidate in the following areas on a scale of 5 (outstanding) to 1 (poor).

	Outstanding			Poor	
Maturity	5	4	3	2	1
Respect for others	5	4	3	2	1
Discretion	5	4	3	2	1
Work Habits	5	4	3	2	1
Ability to achieve goals	5	4	3	2	1
Organizational Skills	5	4	3	2	1
Analytical Thinking	5	4	3	2	1
Flexibility	5	4	3	2	1

Please comment on any low ratings:

Which one of the following best describes your recommendation for this student?

Highest recommendation

Recommend, without reservations

Recommend, with reservations

Do not recommend

Signature of Interviewer

Date

Title: _____

Address: _____

Daytime Telephone Number: _____

Thank you for completing this form. Please send the completed form to:

(Insert your return address here)