

CONFIDENTIAL RECOMMENDATION FORM

TO THE APPLICANT: Please complete the top section of this form and deliver or mail the form to the person who will write your recommendation.

TO THE REFERENCE: Please return this form, with your signature across the seal, to:
Jon L. Jenmarc, Inc. PO Box 663 Brockton, MA 02303-0663 or fax to 508.586.6448

TO BE COMPLETED BY THE APPLICANT

Last Name (Applicant)

First Name

Middle Initial

Date of Birth

Undergraduate Program

Graduate Program

Name of Reference

Title of Reference

Relationship to the Applicant

I understand that this recommendation is to be used and maintained in confidence by Endicott College, Van Loan School of Graduate and Professional Studies. I hereby waive any and all rights to access this recommendation, under the Family Education and Privacy Act of 1974.

I agree to waive access

I do not agree to waive access

Applicant's Signature

Date

TO BE COMPLETED BY THE REFERENCE

The person whose name appears above is seeking admission to Endicott College. Your candid assessment is an integral part of the Admission evaluation of the candidate. Your interest and assistance is much appreciated. Please complete this form and send it directly to Endicott College.

How long have you known the applicant, and in what capacity?

Currently, what is your relationship with the applicant?

Please give us your appraisal of the applicant in terms of the qualities listed below. Rate the individual relative to others in his or her peer group.

	Superior	Excellent	Good	Average	Below Average	Unable to Judge
Interpersonal Skills/Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation/Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential for Career Advancement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What are the applicant's greatest strengths and talents?

In what areas can the applicant improve?

How would you assess the applicant's potential for success at Endicott College?

Is there anything else that you want to share about the applicant that you think would be helpful in our evaluation?

Overall: Strongly Recommend Recommend Recommend with Reservation Do Not Recommend

Reference's Signature

Reference's Name

Business Phone

E-mail

Company Name

Company Address