

# Recommendation Form for Graduate Studies

**This section to be completed by the applicant (please print)**

Please give this form and the recommendation envelope to the person writing the recommendation. Ask the writer to return the completed form to you in a sealed envelope. Breaking the seal will render this recommendation not confidential.

Name of applicant

Month and date of birth (MM/DD)

Name and title of recommender

Relationship of recommender to applicant

From

To

**Please recognize the confidential nature of this document. In accordance with the Family Educational Rights and Privacy Act (FERPA), after you matriculate, you will have access to this form unless (1) you waive your right to access; OR (2) your program routinely destroys recommendations after matriculation. Choose one option:**

- I waive my right to access to this recommendation and understand that I will never be able to see this recommendation.
- I want to have access to this recommendation if I am admitted and matriculated, but I understand it may not be available if my program routinely destroys recommendations after matriculation.

**This section to be completed by the recommender.**

This applicant is seeking admission to the Master of Arts in Organizational Design and Renewal program at Seattle University. To assess the appropriateness of this choice for the individual, we would appreciate your candid opinion regarding the qualifications listed below. If there is any item for which you have little or no evidence, please indicate. Also, if you wish to supplement the recommendation with additional comments, attach an extra page. However, please complete this form.

**1. Please indicate your evaluation of the applicant by checking the appropriate rating.**

	Outstanding	Above Average	Average	Below Average	No Chance to Observe
<b>Intellectual Abilities</b> (uses abstract and critical thinking; is intellectually curious; is flexible and objective; actively engages in new knowledge; is reflective)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication Skills: Writing</b> (writes clearly; presents ideas in an organized fashion; presents written work of graduate-level quality)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication Skills: Speaking</b> (articulates ideas effectively in spoken form; is congruent in verbal and non-verbal communication)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Openness to Feedback</b> (is non-defensive in receiving/responding to feedback; is willing to admit mistakes; is flexible and willing to change)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cultural Awareness and Inclusion</b> (appreciates influence of culture; communicates respect for others' worldviews; uses language and interpersonal behavior appropriate to and respectful of diverse cultural identities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Social Responsibility</b> (is aware of social, political, and economic inequalities and their educational effects; shows willingness to address needs of underserved populations; is willing to examine the social impact of personal and professional choices)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leadership</b> (demonstrates initiative, vision, responsibility; works toward win/win problem resolutions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interpersonal Skills</b> (demonstrates empathy, patience, respect, caring, and a sense of humor; is willing and able to tolerate ambiguity; maintains appropriate boundaries)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

