

Confidential Recommendation Form

Provide this form to someone who is familiar with your qualifications. We will not accept recommendations from personal references. Once completed, have your recommender email it to Contreras_Gerardo@sac.edu.

_____ is applying to be a mentor to transfer-bound students. Please provide us with your assessment of this applicant's potential for this position.
 Applicant's name

Recommender's Name:

Title:

How long have you known the applicant?

In what capacity have you known the applicant?

Category	Rate the Applicant (circle one)						Comments
	1-Poor, 2-Below average, 3-Average, 4- Above average, 5- Excellent						
Professional competence (responsible, punctual etc..)	1	2	3	4	5	Not Observed	
Ability to conceptualize, organize, and communicate ideas:	1	2	3	4	5	Not Observed	
Ability to establish / maintain relationships with others:	1	2	3	4	5	Not Observed	
Awareness and sensitivity to first generation, low income transfer students:	1	2	3	4	5	Not Observed	
Leadership Skills:	1	2	3	4	5	Not Observed	
Resourcefulness:	1	2	3	4	5	Not Observed	
Communication Skills:	1	2	3	4	5	Not Observed	
Initiative:	1	2	3	4	5	Not Observed	

Additional comments/concerns:

Overall Recommendation (check one):

- I highly recommend the applicant
- I recommend the applicant
- I recommend the applicant with some reservation. For the following reason(s):

- I do not recommend the applicant

Signature: _____ Date: _____

Contact Number: _____ E-Mail: _____