**Graduate Programs at California State University Channel Islands**

**RECOMMENDATION FORM**

***Dear Recommender***:

This letter of recommendation template is designed to save you valuable time by providing a single set of recommendation questions. Please follow the steps below in filling out the template:

1. Save this template to your computer. PLEASE NOTE: To ensure that you do not accidentally lose any entered form data, please save the template to your computer first and avoid completing the template online within your browser.
2. Complete the template offline and save a final version of the file to your computer.
3. Once completed, please attach and upload to your online application in the [**Cal State Apply**](http://calstate.edu/apply) applicant portal. **DO NOT SEND TO THE GRADUATE PROGRAM DEPARTMENT**.

|  |  |
| --- | --- |
| **FIRST AND LAST NAME OF RECOMMENDER:** |  |
| **CURRENT ORGANIZATION:** |  |
| **CURRENT POSITION/TITLE:** |  |
| **ORGANIZATION ADDRESS:** |  |
| **ORGANIZATION TELEPHONE AND EMAIL**  **ADDRESS:** |  |

***APPLICANT INFORMATION***

First Name of the applicant:

Last Name of the applicant:

Context of Relationship:

If *other*, please explain

How long have you known **Years** **Months**

the applicant:

1. Please provide a brief description of your interaction with the applicant and, if applicable, the applicant’s role in your organization. (Up to 50 words)
2. What is your assessment of the applicant’s intellectual, academic, or research abilities in comparison to other well-qualified individuals in a similar role?
3. What do you consider to be the applicant’s strengths and weaknesses which may influence his/her/their studies and research potential in the Graduate programs at CSUCI?
4. Is there anything else we should know? (Optional)

Please rate the applicant on the qualities below by putting an “X” in the appropriate column on the following scale.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | EXCELLENT | ABOVE AVERAGE | AVERAGE | BELOW AVERAGE | NO BASIS FOR JUDGMENT |
| **Intellectual Ability:** The power to grasp concepts and to reason analytically |  |  |  |  |  |
| **Creativity:** Capacity for original thought; ability to generate new ideas |  |  |  |  |  |
| **Initiative:**  Acts ahead of need/anticipates problems |  |  |  |  |  |
| **Problem Solving:** Frames problems, analyzes situations, identifies key issues, conducts analysis on the issues, and produces acceptable solution |  |  |  |  |  |
| **Communication:** Delivers messages and ideas in a way that engages an audience and achieves buy-in; uses listening and other attending behaviors to reach shared understanding |  |  |  |  |  |
| **Teaching:** Ability to deliver information/skills to others |  |  |  |  |  |
| **Perseverance:** Ability to see things through to successful conclusions |  |  |  |  |  |
| **Adaptability:** Adapts to changing demands and circumstances without difficulty |  |  |  |  |  |
| **Managerial Potential:**  Manages and empowers a team of direct reports or peers on project-based teams (includes virtual teams); ability to organize him/herself and others and get things done |  |  |  |  |  |
| **Social Skills:** Ability to deal with people effectively |  |  |  |  |  |
| **Trustworthiness/Integrity:**  Acts consistently in line with or follows explicit values, beliefs, or intentions |  |  |  |  |  |
| **Self-Awareness:**  Aware of and seeks out additional input on own strengths and weaknesses |  |  |  |  |  |