Recommendation Form (Alumni Applicants ONLY)

Part 1: Assessment

Instructions: References letter writers must know the applicant for at least two years in an academic or professional setting in order to attest to how their work relates to the UN Practicum and the 2017 CSW theme, “Women’s economic empowerment in the changing world of work.” We realize that it may be difficult to assign a number to skills and strengths, but please attempt to rate the applicant in the following areas, according to the scale provided. Wherever possible, compare the applicant to other students you have supervised or taught in comparable positions.

Scale:

1: One of the best I have ever known 2: Top one-third 3: Middle one-third

4: Bottom one-third NA: No opportunity to judge

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Communication Skills | 1 | 2 | 3 | 4 | NA |
| Speaks clearly and accurately |  |  |  |  |  |
| Writes clearly and accurately |  |  |  |  |  |
| Clear reasoning ability |  |  |  |  |  |
| Listening skills |  |  |  |  |  |
| Self-confidence |  |  |  |  |  |
| Job Skills | 1 | 2 | 3 | 4 | NA |
| Organizational ability |  |  |  |  |  |
| Quickness in learning a new skill |  |  |  |  |  |
| Professionalism |  |  |  |  |  |
| Ability to work independently |  |  |  |  |  |
| Ability to follow through on a task |  |  |  |  |  |
| Common sense and good judgment |  |  |  |  |  |
| Interpersonal Skills | 1 | 2 | 3 | 4 | NA |
| Willingness to accept instruction |  |  |  |  |  |
| Flexibility and willingness to adapt to change |  |  |  |  |  |
| Patience with others |  |  |  |  |  |
| Maturity when working with/for others |  |  |  |  |  |
| Ability to change behavior to accommodate others |  |  |  |  |  |
| Ability to work with people of different backgrounds |  |  |  |  |  |

Part 2: Recommendation Letter

In an attached document, please answer the following questions:

In your opinion, does the applicant have a genuine interest in the 2017 Practicum in Advocacy?

Specifically, what outstanding abilities or characteristics do they possess relative to their potential to thrive in this program, and what do you think this applicant would uniquely contribute to the program? Please provide specific examples when possible. You may attach document if you need more space.