

KING'S COLLEGE
OFFICE OF CAREER PLANNING
Recommendation Form

RATING AND STATEMENT CONCERNING:

Last Name _____

First Name _____ Middle _____

Student's Major _____

Today's Date _____ Date of Graduation _____

Categories	E	G	A	F	P	N
General knowledge						
Knowledge in major field						
Ability to learn and retain						
Ability to think creatively						
Ability to organize						
Ability to follow directions						
Ability in oral expression						
Resourcefulness-Ingenuity						
Judgment, Common Sense						
General Bearing & Appearance						
Self-confidence						
Ability to work with others						
Initiative						
Industrious						
Courtesy						

Check below in which capacity(ies) you know the student:

- In Class
- Out of Class
- Both In and Out of Class

NOTE: **E**=Excellent; **G**=Good; **A**=Average; **F**=Fair; **P**=Poor; **N**=No basis for evaluation. Ratings should reflect such factors as the candidate's achievements and intelligence.

COMMENTS OF INDIVIDUAL MAKING RECOMMENDATION

(Information should be factual, based upon personal knowledge/observation. If additional space is required, please use separate sheet or back of this sheet.)

To be completed by the author of the above recommendation:

Signature _____ Date _____

Name (type or print) _____ E-Mail _____

Title and Organization Address _____ Phone _____

Please return to: Office of Career Planning, King's College, 133 North River Street, Wilkes-Barre, PA 18711