Recommendation Form

Recommender Information

First (Given) Name

Last (Family) Name/Surname

Current Organization

Current Position/Title

Industry

Telephone number (including country code)

Email Address

Alternative E-mail (optional)

Context of Relationship

Recommender's relationship to applicant

How long have you known the applicant?

During which period of time have you had the most frequent contact with the applicant?

From: ▼ ▼   To: ▼ ▼

If you are affiliated with UCLA, please select the option that most closely matches

Recommendation Form

Competency Ratings

	No Basis	Below Average	Average (top 50%)	Good (top 25%)	Excellent (top 10%)
Interpersonal Skills	○	○	○	○	○
Professional Maturity	○	○	○	○	○
Resilience	○	○	○	○	○
Self-Confidence	○	○	○	○	○
Communication	○	○	○	○	○
Analytical & Problem-Solving	○	○	○	○	○
Motivation & Initiative	○	○	○	○	○
Work Quality	○	○	○	○	○
Teamwork	○	○	○	○	○
Leadership Potential	○	○	○	○	○

Is there anything about your competency ratings on which you would like to comment? (optional)

Recommendation Form

Comments and Examples

Please provide a brief description of your interaction with the applicant and, if applicable, the applicant's role in your organization.
(Recommended word count: 50 words)

How does the performance of the applicant compare to that of other well-qualified individuals in similar roles? e.g., what are the applicant's principal strengths?
(Recommended word count: 300 words)

Describe the most important piece of constructive feedback you have given the applicant. Please detail the circumstances and the applicant's response.
(Recommended word count: 300 words)

Is there anything else we should know? (optional)

Upload attachment or type or copy-and-paste your document here

Based on your professional experience, how do you rate this candidate compared to their peer group?

Overall, I …

(Do not recommend, Recommend with reservations, Recommend, Enthusiastically recommend)