

**Department Of Counselor Education
Northeastern Illinois University
Letter Of Recommendation
From Employers, Professors, Or Supervisors**

NOTICE: Public Law 93-380, the Family Education Rights and Privacy Act of 1974, grants all students the right to inspect and review all letters of recommendation written on/after January 1, 1975, except that a student may waive his/her right to inspect and review letters of recommendation by signing a waiver.

TO BE COMPLETED BY APPLICANT

Name: _____

Name of Respondent: _____

I do _____ do not _____ wish to waive my right of access to this letter of recommendation as provided by Public Law 93-380 to inspect or challenge the content and comments expressed in this letter.

Signature of Applicant

Name of Reference: _____

Relationship to Applicant: _____

Present Position: _____

Address: _____

Telephone: (area code) _____ **e-mail Address:** _____

Signature: _____ **Date:** _____

TO THE PERSON MAKING THE EVALUATION:

I. Please rate the applicant on the qualities listed below by placing a mark on the 1-4 Likert scale that best describes your evaluation of the applicant:

1. The applicant demonstrates good oral and written communications skills.

0	1	2	3	4
Not Applicable	Hardly Ever	Sometimes	Most of the Time	Consistently

2. The applicant demonstrates professional and individual integrity.

0	1	2	3	4
Not Applicable	Hardly Every	Sometimes	Most of the Time	Consistently

3. The applicant demonstrates emotional maturity.

0	1	2	3	4
Not Applicable	Hardly Ever	Sometimes	Most of the Time	Consistently

4. The applicant demonstrates openness to feedback and constructive criticism.

0	1	2	3	4
Not Applicable	Hardly Ever	Sometimes	Most of the Time	Consistently

5. The applicant demonstrates the ability to cooperate with peers and has earned their respect.

0	1	2	3	4
Not Applicable	Hardly Ever	Sometimes	Most of the Time	Consistently

6. The applicant demonstrates critical reflective thinking ability and interest in life-long learning.

0	1	2	3	4
Not Applicable	Hardly Ever	Sometimes	Most of the Time	Consistently

7. The applicant demonstrates acceptance for human diversity.

0	1	2	3	4
Not Applicable	Hardly Ever	Sometimes	Most of the Time	Consistently

II. On a separate sheet of paper, please write a narrative evaluating the applicant's potential for graduate level work according to the following seven categories. Please note, if there is a discrepancy between the rating scale and the narrative portion of the evaluation, more weight will be given to the narrative when considering admission.

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|---|--|
| 1. Oral and Written Communication Skills | 5. Respect from Peers and Cooperation |
| 2. Professional and Individual Integrity | 6. Candidate's Potential for Graduate Study:
Critical Reflective Thinking |
| 3. Emotional Maturity | 7. Acceptance of Individual Diversity |
| 4. Openness to Feedback and Constructive
Criticism | |