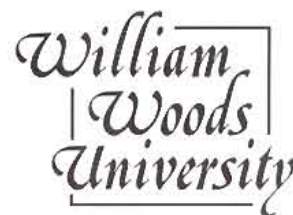


RECOMMENDATION



Check Program:

- Associate of Arts
- Bachelor of Science
- Master of Business Administration
- Master of Education
- Specialist of Education

Check Location:

- Columbia
 - Fulton
 - Jefferson City
 - Other (please specify)
-

To the Applicant:

Request recommendations from two professional colleagues or supervisors who can evaluate your professional performance, competence and potential for further learning and professional growth. At least one must be a direct supervisor. Supply the information below and give this form (**or copies**) to the recommender with a standard business envelope addressed to:

William Woods University, Graduate & Adult Studies, One University Avenue, Fulton, MO 65251.

Applicant's Name: _____
Last First Middle Maiden

Applicant's Address: _____ Telephone: _____
Street Apt. #

_____ City State Zip Code

By signing, I agree that the recommendation I am requesting shall be held in confidence by officials of William Woods University, and I hereby waive any rights to examine it.

Applicant's Signature: _____ Date: _____

To the Recommender:

The person whose name appears above is applying to the William Woods University Graduate & Adult Studies program. We would appreciate you giving us the following information in as much detail as possible. We particularly need your comments on the candidate's potential for learning and developing new skills.

1. How long and in what capacity have you known the candidate? _____

2. What do you consider the candidate's most outstanding strengths or characteristics? _____

3. What are the candidate's chief weaknesses? _____

4. In your opinion, how well has the candidate considered and prepared for the decision to enter the program? _____

5. If you know the candidate personally, please think of effective individuals you have known and rate this candidate's current abilities against that reference group. If you have taught the applicant, please rate him.

	Outstanding (Top 5%)	Above Average (Top 10%)	Average (Top 25%)	Below Average (Top 50%)	Unknown
Verbal communication skills					
Written communication skills					
Analytic skills					
Conceptual skills					
Problem-solving skills					
Decision-making skills					
Ability to work as a team member					
Ability to generate ideas and actions					
Ability to work independently					
Ability to balance conflicting demands					

6. Knowing the candidate as you do, how would you summarize your advice to the Admissions Committee?
 Strongly recommend Recommend Recommend with reservation Cannot recommend
 (please explain below)

7. Any additional comments you care to make would be appreciated. Please attach separate sheets if you wish.

Your name: _____ Title: _____

Institution/Organization: _____

Address of Institution: _____ Telephone: _____

_____ Street _____

_____ City _____ State _____ Zip Code _____

_____ Signature _____

_____ Date _____

Please return this form to:

**William Woods University
 Graduate & Adult Studies
 One University Avenue, Fulton, Missouri 65251
 Phone (573) 592-1185 or (800) 995-3199 Fax (573) 592-1164
 www.williamwoods.edu**