



**GRAND VALLEY STATE UNIVERSITY
EDUCATIONAL SPECIALIST
IN LEADERSHIP**

Recommendation Form

Applicant's Name: _____ **Student#:** _____

Address: _____ **City/Zip:** _____

Home Phone:() _____ **Work Phone:**() _____

To: _____
(Print or type name of person who is to complete the form)

Directions for Letter of Recommendation

TO THE APPLICANT: This form should be given to persons able to comment on your qualifications for graduate study. We suggest you include a stamped, addressed envelope for the convenience of the person completing this form.

TO THE EVALUATOR: The individual named above has made an application for admission to the Educational Specialist in Leadership Program in the College of Education at Grand Valley State University. We are soliciting your candid evaluation of this person. Please complete this evaluation and return your response to: **Admission s Office, Grand Valley State University, Allendale, Michigan, 49401-9403.**

How long have you known this person? _____ In what capacity? _____
Please evaluate the applicant in comparison with other individuals at a similar level of professional preparation, and check the appropriate box below.

INTELLECTUAL CAPACITY: Includes such things as the breadth of academic and general knowledge	Exceptional	Above Average	Acceptable	Definitely Lacking	No Basis For Judgment
INDUSTRY AND APPLICATION: Includes such things as initiative, willingness to work, persistence, quality and quantity of work produced, work habits (planning and management of time).	Self-Motivated	Above Average	Acceptable	Lacks Motivation	No Basis for Judgment
CREATIVITY/ORIGINALITY: Includes the ability to conceptualize ideas and imagine new solutions to problems/opportunities.	Consistently Exceptional	Above Average	Occasionally	Content with Status Quo	No Basis for Judgment
ORAL COMMUNICATION: Includes ability to present ideas in small groups or formal presentations.	Exceptional	Highly Effective	Acceptable	Has Difficulty	No Basis for Judgment
WRITTEN COMMUNICATION: Includes written expression skills of clarity, correctness, and succinctness.	Exceptional	Highly Effective	Acceptable	Has Difficulty	No Basis for Judgment
INTERPERSONAL SKILLS: Includes ability to establish and maintain personal and professional relationships.	Exceptional	Highly Effective	Acceptable	Has Difficulty	No Basis for Judgment

LEADERSHIP SKILLS: The ability to influence others so that they strive willingly and enthusiastically toward the accomplishment of objectives.	Definitely a Leader	Frequently a Leader	Occasionally a Leader	Normally a Follower	No Basis for Judgment
ANALYSIS: The ability to see the relationship(s) among variables relevant to a situation.	Exceptional	Above Average	Acceptable	Definitely Lacking	No Basis for Judgment
INTEGRITY: The ability to inspire trust, stand on principles and maintain ethical standards in one's work and relationships.	Exceptional	Above Average	Acceptable	Definitely Lacking	No Basis for Judgment
RESEARCH APPLICATION: The ability to critically analyze and use research in addressing current educational issues.	Exceptional	Above Average	Acceptable	Definitely Lacking	No Basis for Judgment
PROFESSIONAL PROMISE/POTENTIAL: Includes a commitment to field of study, motivation to achieve (Your assessment of professional promise).	Exceptional	Good	Fair	Definitely Lacking	No Basis for Judgment
OVERALL ENDORSEMENT: Indicate your overall endorsement of the applicant.	Highly Recommended	Recommend	Recommended with Reservation	Not Recommended	No Basis for Comment on Recommendation

Signature of person completing this form: _____ **Date:** _____

Name (please print): _____ **Phone#:** _____

Title and institution: _____ **City / State:** _____

May this evaluation be shared with the applicant? Yes ____ No ____

Optional: Please provide any additional strengths or weaknesses which may be related to the candidate's admission to The Educational Specialist in Leadership Program.