ENDICOTT COLLEGE | VAN LOAN SCHOOL OF GRADUATE AND PROFESSIONAL STUDIES

376 Hale Street | Beverly, MA 01915 | Tel: 978-232-2199 | Fax: 978-232-3000 | gps@endicott.edu

CONFIDENTIAL RECOMMENDATION FORM

TO THE APPLICANT: Please complete the top section of this form and deliver or mail the form to the person who will write your recommendation.

TO THE REFERENCE: Please return this form, with your signature across the seal, to:
Endicott College, Van Loan School of Graduate and Professional Studies Admission, 376 Hale Street, Beverly, MA 01915. You may also fax this form to 978-232-3000, or email to gps@endicott.edu.

TO BE COMPLETED BY THE APPLICANT

Last Name (Applicant) First Name Middle Initial

Date of Birth ❒ Undergraduate Program ❒ Graduate Program

Name of Reference

Title of Reference

Relationship to the Applicant

I understand that this recommendation is to be used and maintained in confidence by Endicott College, Van Loan School of Graduate and Professional Studies. I hereby waive any and all rights to access this recommendation, under the Family Education and Privacy Act of 1974.

❒ I agree to waive access ❒ I do not agree to waive access

Applicant's Signature Date

TO BE COMPLETED BY THE REFERENCE

The person whose name appears above is seeking admission to Endicott College. Your candid assessment is an integral part of the Admission evaluation of the candidate. Your interest and assistance is much appreciated. Please complete this form and send it directly to Endicott College.

How long have you known the applicant, and in what capacity?

_____

_____

Currently, what is your relationship with the applicant?

_____

_____

Please give us your appraisal of the applicant in terms of the qualities listed below. Rate the individual relative to others in his or her peer group.

	Superior	Excellent	Good	Average	Below Average	Unable to Judge
Interpersonal Skills/Teamwork	❒	❒	❒	❒	❒	❒
Oral Communication Skills	❒	❒	❒	❒	❒	❒
Written Communication Skills	❒	❒	❒	❒	❒	❒
Leadership Potential	❒	❒	❒	❒	❒	❒
Motivation/Initiative	❒	❒	❒	❒	❒	❒
Analytical Ability	❒	❒	❒	❒	❒	❒
Integrity	❒	❒	❒	❒	❒	❒
Potential for Career Advancement	❒	❒	❒	❒	❒	❒

What are the applicant's greatest strengths and talents?

_____

_____

In what areas can the applicant improve?

_____

_____

How would you assess the applicant's potential for success at Endicott College?

_____

Is there anything else that you want to share about the applicant that you think would be helpful in our evaluation?

_____

_____

Overall: ❒ Strongly Recommend ❒ Recommend ❒ Recommend with Reservation ❒ Do Not Recommend

_____

Reference's Signature | Reference's Name

_____

Business Phone | E-mail

_____

Company Name | Company Address