

**KING'S COLLEGE  
OFFICE OF CAREER PLANNING AND PLACEMENT**

**Recommendation Form**

The Family Education Rights and Privacy Act of 1974 opens many student records for the student's inspection. The law also permits the student to sign a waiver relinquishing the right to inspect letters of recommendation. The applicant's signature below constitutes a waiver; no signature means the student has the right to read his/her references.

Date \_\_\_\_\_ Student's Signature \_\_\_\_\_

Student's Major \_\_\_\_\_ Date of Graduation \_\_\_\_\_

**RATING AND STATEMENT CONCERNING:**

Last Name \_\_\_\_\_

First Name \_\_\_\_\_ Middle \_\_\_\_\_

Categories	E	G	A	F	P	N
General knowledge						
Knowledge in major field						
Ability to learn and retain						
Ability to think creatively						
Ability to organize						
Ability to follow directions						
Ability in oral expression						
Resourcefulness-Ingenuity						
Judgment, Common Sense						
General Bearing & Appearance						
Self-confidence						
Ability to work with others						
Initiative						
Industrious						
Courtesy						

Check below in what capacity(ies) you know the student:

- In Class
- Out of Class
- Both In and Out of Class

NOTE: **E**=Excellent; **G**=Good; **A**=Average; **F**=Fair; **P**=Poor; **N**=No basis for evaluation. Ratings should reflect such factors as the candidate's achievements and intelligence.

**COMMENTS OF INDIVIDUAL MAKING RECOMMENDATION**

(Information should be factual, based upon personal knowledge/observation. If additional space is required, please use separate sheet or back of this sheet.)

To be completed by the author of the above recommendation:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (type or print) \_\_\_\_\_ E-Mail \_\_\_\_\_

Title and Organization Address \_\_\_\_\_ Phone \_\_\_\_\_

Please return to: Office of Career Planning and Placement, King's College, 133 North River Street, Wilkes-Barre, PA 18711