

## Applicant Instructions

- Request a recommendation from someone who knows you in a leadership or professional capacity. Your recommender may not be a family member or a student/peer regardless of position or relationship.
- Complete the applicant information section of the form; sign and date the confidentiality statement. Your signature is **REQUIRED**.
- Prepare a stamped envelope addressed to the contact person for the position(s) you're applying for. Give him/her a copy of the both pages of this form to your recommender along with the envelope. He/she must complete the form, seal it in the envelope, sign his/her name across the seal, and return the recommendation to the candidate to have them submit it, or the recommender may mail the recommendation **directly** to the department.

### To be filled out by the applicant before giving to reference

Printed Name \_\_\_\_\_ UNL ID # \_\_\_\_\_  
Last First Middle

I request that \_\_\_\_\_ complete this form as a reference in support of my application for the following position(s) \_\_\_\_\_.

Under the provision of the Family Educational Rights and Privacy Act (FERPA):

\_\_\_ I have RETAINED my right of access to this reference. \_\_\_ I have WAIVED my right of access to this reference.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

## Recommender Instructions - Please complete BOTH pages of the form & sign. Your signature is REQUIRED.

Thank you for your assistance with our selection process. To offer a recommendation for your applicant, please do the following:

- Complete the form, including your name and your association with the applicant. If you mark the "Other" category for association, **please specify your exact relationship**. For example, you may be the director of a program where the applicant served as a volunteer.
- Respond to questions about the applicant's leadership experience and his/her qualifications over other applicants (on the second page of this form).
- If you would prefer to type your responses, or if you need more space, you may attach a separate sheet to the signed form. Please limit any attached response to a single page.
- Seal this form and recommendation in the envelope provided by the applicant, and sign your name across the seal of the envelope.
- You may return the sealed envelope containing your recommendation to the candidate so he/she can submit the materials in person, or mail it to the department yourself.

## Recommendation - Must be mailed in a SEALED envelope with your signature across the seal.

Name of Recommender \_\_\_\_\_ How long have you known applicant? \_\_\_\_\_

What is your association with the applicant? (**Recommenders may NOT be a family member, or fellow student or peer of the applicant**)

\_\_\_ Employer/Supervisor \_\_\_ Teacher/Professor \_\_\_ School Counselor \_\_\_ Coach \_\_\_ Other (Please specify) \_\_\_\_\_

Please **rate** the applicant on a scale of one to five in each area, with **five (5) as the highest** rating and **one (1) as the lowest**. **N/A indicates that you have no basis for making a judgment:**

N/A 1 2 3 4 5	<b>Ability to work with others</b>	N/A 1 2 3 4 5	<b>Emotional stability and maturity</b>
N/A 1 2 3 4 5	Cooperates as a team player	N/A 1 2 3 4 5	Receives direction and counsel maturely
N/A 1 2 3 4 5	Communicates effectively	N/A 1 2 3 4 5	Handles prolonged stress and high energy situations appropriately
N/A 1 2 3 4 5	Willing to learn and receive direction	N/A 1 2 3 4 5	Adapts well to new situations/environments
N/A 1 2 3 4 5	Is personable and approachable	N/A 1 2 3 4 5	Models assertive behavior when appropriate
N/A 1 2 3 4 5	Shows courtesy and tact when dealing with people		
	<b>Administrative abilities</b>		<b>Time management</b>
N/A 1 2 3 4 5	Organizes and plans assignments well	N/A 1 2 3 4 5	Prioritizes responsibilities/assignments effectively
N/A 1 2 3 4 5	Handles sensitive/difficult situations appropriately	N/A 1 2 3 4 5	Organizes time productively
N/A 1 2 3 4 5	Finds creative solutions to problems quickly	N/A 1 2 3 4 5	Is punctual for meetings, shifts, etc.
	<b>Initiative and motivation</b>		<b>Flexibility, ability to manage ambiguity</b>
N/A 1 2 3 4 5	Takes initiative to do more than asked	N/A 1 2 3 4 5	Remains calm in stressful situations
N/A 1 2 3 4 5	Works well without constant supervision	N/A 1 2 3 4 5	Readily adjusts to changes in method/procedure
N/A 1 2 3 4 5	Is a self starter	N/A 1 2 3 4 5	Ability to provide quality customer service in a busy, active workplace

**Response Questions** — You may use the space provided or attach a separate sheet. Please limit any attached response to a **single page**.

How does this applicant relate to and work with colleagues and peers? Customers?

Has this applicant been consistently timely and accurate in fulfilling his/her responsibilities?

Is the applicant flexible? Would he/she adapt quickly to different situations, instructions, readily adjust to changes in methods and procedures, etc.?

Does the applicant possess initiative (i.e., is he/she able to make decisions independently, be creative in performing duties, act as a self starter, show interest in work assignments)?

In what areas does the applicant excel? What areas are improvements needed?

Because of the limited number of positions available, only a few of the qualified applicants will be offered a position. In your opinion, why should this applicant be selected over other applicants with similar qualifications?

**Recommendation: (check one and include comments to support your choice)**

\_\_\_ I recommend this person for the position(s) listed because:

\_\_\_ I recommend this person with reservations for the position(s) listed because:

\_\_\_ I do not recommend this person for the position(s) listed because:

Please provide the following information so that we may contact you if we need clarification. Thank you for contributing your perspectives to our selection process.

Recommender Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Recommender Signature \_\_\_\_\_ Telephone \_\_\_\_\_

Address/City/State/ZIP \_\_\_\_\_