RECOMMENDATION FOR ADMISSION
UNA M.A. in History

Applicant Name: _____

Directions to Reference Provider: **Please complete this recommendation form electronically and email it to sfranklin@una.edu.** Please rate the applicant in comparison with other persons who have worked for or with you, according to the following scale:

4 = Excellent Highest 10%	3 = Good	2 = Fair	1 = Poor Lowest 25%	NA – Not applicable Haven't Observed

	4	3	2	1	NA
Commitment – works to accomplish goals of organization, energetic, does more than necessary, strives to excel.	☐	☐	☐	☐	☐
Dependability/responsibility – punctual, low absenteeism, completes assigned tasks when due.	☐	☐	☐	☐	☐
Competence – performs effectively, desires to learn, recognizes limitations.	☐	☐	☐	☐	☐
Communication – uses good writing and speaking skills.	☐	☐	☐	☐	☐
Cooperation – works well with others, good human relationship skills.	☐	☐	☐	☐	☐
Flexibility – willing to adjust and change plans, if necessary.	☐	☐	☐	☐	☐
Regard for others – communicates concern and respect for others, respects differences in others.	☐	☐	☐	☐	☐
Tolerance for stress – shows courage during trying circumstances, remains calm during stressful times.	☐	☐	☐	☐	☐
Self-discipline – ability to manage time, skills, and energy.	☐	☐	☐	☐	☐
Self-directed – minimum direction needed.	☐	☐	☐	☐	☐

Relationship to applicant (e.g., supervisor, instructor): _____

Length of association with applicant: _____

Additional comments: _____

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_____

Reference's Name (please print or type)

_____

Signature Position Date

_____

Address City State Zip Code

For questions, please contact:

Dr. Sarah Franklin
Coordinator of Graduate Studies
Department of History
University of North Alabama
sfranklin@una.edu

If you wish to provide additional comments, please feel free to do so and include them in **this** electronic file.