

Placement Office

Pellissippi State Technical Community College
 Hardin Valley, P.O. Box 22990
 Knoxville, TN 37933-0990
 (865) 694-6559

(non-confidential)
RECOMMENDATION

Name of Candidate _____ Major _____ Graduation Date _____

Your rating and recommendation of this candidate are respectfully requested.

Remarks: This space for additional information. Please attach a typed statement with additional comments if more space is needed.	Outstanding	Above Average	Average	Below Average	Very Poor	Unknown
COOPERATIVENESS: Flexible, open-minded and listens to suggestions. Interacts with others and is aware of the needs and feelings of the others.						
INITIATIVE: Ability to set priorities and coordinate and schedule tasks or events in a logical manner. Ability to meet a predefined goal with a prescribed timetable. Anticipates problems and is proactive rather than reactive to problems.						
RELIABILITY: Dependable, trustworthy and punctual. Shows positive attitude toward the duties and responsibilities of any assignment or task.						
COMMUNICATION: Oral: Ability to speak in a clear and understandable manner so listener grasps message. Listens attentively to others. Written: Effectively writes in a clear and understandable manner. Uses correct grammar and punctuation.						
WORK QUALITY: Ability to successfully apply knowledge and competencies. Takes pride in completing the task accurately and efficiently.						
PROFESSIONAL PROMISE: Displays a sincere interest, desire, or willingness to keep abreast of professional developments. Presents self in attire and manner that is appropriate to the position.						

Print Name _____ Organization _____

Position _____ Address _____

City _____ State _____ ZIP _____ Phone _____

Signature _____ Date _____