

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 _____