

REFERENCES AND RECOMMENDATIONS



(804) 289-8547 | careerservices.richmond.edu
Office Hours: M-F, 8:30 a.m. to 5 p.m. | Walk-in Hours: M-F, 2 to 4 p.m.

Employment, graduate programs and fellowships are some of the few areas where you may need a professional or academic reference.

Professional/Academic References

A professional or academic reference is typically a current or former employer, a colleague, a client, a vendor, a supervisor or faculty member who can recommend you for employment or an academic program. Sometimes an organization will ask you for a list of references and other times they will ask you to have someone fill out a recommendation form or write a letter on your behalf. A written reference is designed to offer information about your character and work ethic.

So that you can select the best person to write about you, consider the following questions. How would your selected recommender answer these questions?

Please rate the applicant on a scale of 1 to 5 (5 represents “exceptional” and 1 represents “weak”) for the following qualities. Please describe the applicant in terms of the following qualities (provide examples, if possible):

- | | | | | | |
|--|---|---|---|---|---|
| 1. Initiative/Motivation: | 1 | 2 | 3 | 4 | 5 |
| 2. Work ethic | 1 | 2 | 3 | 4 | 5 |
| 3. Positive Attitude | 1 | 2 | 3 | 4 | 5 |
| 4. Communication Skills | 1 | 2 | 3 | 4 | 5 |
| 5. Creativity/Originality | 1 | 2 | 3 | 4 | 5 |
| 6. Consideration for others/compassion | 1 | 2 | 3 | 4 | 5 |
| 7. Social skills/maturity | 1 | 2 | 3 | 4 | 5 |
| 8. Leadership skills | 1 | 2 | 3 | 4 | 5 |

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Alumni &
Career Services

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9. Cooperativeness	1	2	3	4	5
10. Punctuality	1	2	3	4	5
11. Dependability	1	2	3	4	5
12. Adaptability	1	2	3	4	5
13. Judgment	1	2	3	4	5
14. Productivity	1	2	3	4	5
15. Work Quality	1	2	3	4	5

Based on your observation of or experience with the candidate, comment on his/her ability to communicate competently and clearly in English, orally and in writing. If relevant, comment on specific situations where you have observed the candidate's communication skills (e.g., classroom presentations, coursework, co-curricular activities, etc.).

Based on your observation, describe how the candidate works in unstructured or ambiguous situations. Feel free to give a specific example.

Comment on how the candidate might interact with students, faculty and, community leaders, among others, in an unfamiliar situation or different cultural environment. Feel free to describe a situation where you have observed the candidate in these circumstances. What kind of impression, in your view, would the candidate make as a representative to our organization?

Please provide specific information about this person's experience and goals, relating them to why you think he or she would provide particularly valuable insights.