



Career Services  
 Ithaca College  
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[www.ithaca.edu/careers](http://www.ithaca.edu/careers)

**RECOMMENDATION**

**To be completed by candidate: (Please print)**

Candidate's Name \_\_\_\_\_ Year of Graduation \_\_\_\_\_

The Family Education Rights and Privacy Act of 1974 specifies that candidates have the right to access recommendations written after January 1, 1975, unless they choose to waive this right. Prior to submitting this form to the writer, you must indicate below if you wish to waive the right of access to this letter.

\_\_\_\_\_ This evaluation will remain confidential and I waive my right to view it.

\_\_\_\_\_ This evaluation will not remain confidential and I do not waive my right to view it.

**Candidate's Signature** \_\_\_\_\_

**To the recommender:** The person named above has requested a recommendation from you. Please use the space below or attach a separate sheet indicating the nature and the extent of your relationship with the candidate, and to make a concise statement about the candidate. (Please read the additional information on the reverse side before completing this form.)

**To be completed by the recommender:**

Name of Recommender \_\_\_\_\_

Position \_\_\_\_\_

Department \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### *Information for the Recommender*

This recommendation will become part of the candidate's Credential File through the Office of Career Services, and may be sent for the review of employers and/or graduate school. The guidelines below may be helpful to you when completing this important statement.

1. *Suggested areas of information about the candidate to include in your recommendation:*
  - how long and in what capacity you have known the candidate
  - general duties, responsibilities, or assignments of candidate
  - specific accomplishments or achievements
  - knowledge of subject matter
  - competence
  - organizational skills
  - problem solving ability; judgment
  - initiative, creativity, resourcefulness, leadership
  - ability to relate to and work for and with others
  - ability to communicate both oral and written
  - work attitudes such as commitment, dependability, enthusiasm, integrity, motivation
  - potential for success and growth
  - how the candidate compares to others you have known in similar positions
  - your work or educational background if relevant
2. *Avoid any comments referring to the candidate's age, sex, disability, race, color, national origin, or religious belief.*
3. *Be sure to keep a copy of this letter in your own files for future reference.*
4. *Please type your statement in the area provided or on your own letterhead and be sure to sign this form where indicated. Additional sheets may be attached if necessary.*
5. *If you have any doubts about the candidate's qualifications, we recommend that you discuss your reservations with the candidate. This will provide the candidate with the opportunity to gain valuable insight about him/herself as well as enable you to clear up any misunderstandings. When the candidate understands your reservations, he/she will better be able to decide whether or not you should write a recommendation.*
6. *In writing your recommendation, try to write the letter from the readers point of view. Please provide information and examples that support your statements so that the reader has some basis for making a decision.*
7. *If you are unable to complete the recommendation in a timely manner it would be helpful to let the candidate know.*

Once Career Services has received this recommendation, *no information about the contents of a confidential recommendation will be revealed to the candidate.* Non-confidential recommendations will be shown to the candidate upon request.

Please feel free to contact Career Services for further information or assistance. We appreciate your cooperation in preparing this statement. You may return this completed form directly to the Office of Career Services at the address shown on the front of this form.