

Workplace Letter of Recommendation Form

It is preferred the Workplace Letter of Recommendation come from the supervisor or manager of a place of paid employment; however, a volunteer (unpaid) work experience may be used.

Applicant Name: _____

Person Writing the Recommendation

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Occupation: _____

Relationship to the applicant: _____

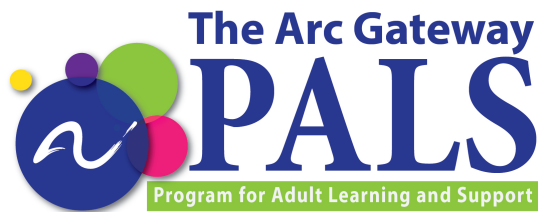
Duration of work relationship: _____

On a separate page, discuss the following items:

1. Describe your relationship with the applicant.
2. Describe why you feel the applicant would benefit from transition or postsecondary education.
3. Describe the applicant's desire to learn using examples from your relationship.
4. Describe what type of workplace supports, if any, will benefit the applicant.

Note: The letter of recommendation should be no more than one page in length. Return this form along with your letter of recommendation in a sealed envelope to the applicant.

Applicant note: The Workforce Recommendation Form should be submitted in a sealed envelope with your application package.



Workplace Checklist

Student Name: _____ Completed by: _____

This checklist must be completed by a supervisor or manager from the applicant's previous job or volunteer experience. The checklist should be returned to the applicant in a sealed envelope along with the letter of recommendation.

Only rate the applicant in areas with which you are experienced. Respond "not sure" if you cannot evaluate the applicant on a particular item.

INTERPERSONAL SKILLS	1 Needs complete assistance	2 Needs moderate assistance	3 Needs some assistance	4 Needs minimal assistance	5 Completely Independent	Not Sure
Interacts with supervisors appropriately						
Interacts with co-workers appropriately						
JUDGMENT AND DECISION MAKING	1 Needs complete assistance	2 Needs moderate assistance	3 Needs some assistance	4 Needs minimal assistance	5 Completely Independent	Not Sure
Copes with stress						
Responds to emergency situations						
Adapts to new tasks						
WORKPLACE SKILLS	1 Needs complete assistance	2 Needs moderate assistance	3 Needs some assistance	4 Needs minimal assistance	5 Completely Independent	Not Sure
Communicates needs appropriately						
Follows verbal directions						
Uses phone appropriately						
Uses keyboard/computer						