

Lamson Hall Recommendation Form

Please return in sealed envelope to: Dean of Women, Andrews University, Lamson Hall, Berrien Springs, MI 49104-1200

Name of Candidate: _____ Date: _____

Name of Recommender (printed): _____

Candidate applying for (check all that apply):

- Desk Receptionist
 Assistant Secretary
 Resident Advisor
 Deans' Assistant

Qualities of Applicant	Superior	Above Average	Average	Below Average	Unable to Evaluate
Ability to make decisions					
Adaptability/openness to learning					
Christian commitment					
Friendly/approachable					
Integrity/trustworthy					
Leadership ability					
Ability to be a team player					
Loyalty to SDA values					
Loyalty to Andrews University					
Neatness: appearance/grooming					
Positive attitude					
Reliable/efficient					
Prompt in meeting appointments					
Creative/resourceful					
Respect for cultural diversity					
Respected by peers					
Stability/maturity					
Effective time management skills					
Honors confidentiality					
Ability to work independently					

Describe candidate's strongest and weakest points:

Type of recommendation (check one):

- Highest Recommendation
 Recommended
 Recommended with Reservations
 Not Recommended
 Please call me regarding comments/concerns

Evaluator's Position/Occupation _____ Phone: _____

How long have you known the candidate? _____ In what capacity? _____

Address: _____

Signature: _____