Professional Reference Recommendation Form

Instructions (Please type or print neatly)

1. Applicant Pre-fills Recommendation Form with Applicant Information:
   a. The applicant fills out his/her information below along with the name of the
      Recommender. Also, the applicant checks the appropriate waiver selection.
   b. The applicant prints out the form then signs and dates the form in the area provided.
   c. The applicant distributes the form to the recommender.

2. Recommender fills and Completes Form:
   a. The recommender fills and completes the form and attaches a recommendation
      letter as requested.
   b. Once the form is completed, the recommender provides his/her signature and dates
      the recommendation.

3. Recommender Submits Form In Sealed and Signed Envelope:
   a. To applicant to mail, “OR”,
   b. To ERC-RMB directly to: Young Scholars Program (YSP), c/o Vernal G. Alford III,
      Industrial and Systems Engineering Department, North Carolina Agricultural and Technical
      State University, 1601 East Market Street, Greensboro, NC 27411.

Information below is to be completed by applicant
Direct questions to: Vernal G. Alford III at vga3@ncat.edu.

__________________________________________________________
Applicant: First Name ___________________________ Middle Name ___________________________ Last Name ___________________________

__________________________________________________________
Recommender: First Name ___________________________ Last Name ___________________________

__________________________________________________________
Recommender: Mailing Address ___________________________ City ___________________________ State/Country ___________________________ Zip ___________________________

Recommender: email Address ___________________________

Waiver of access to evaluation
☐ Yes, I DO waive my rights to access this evaluation. ☐ No, I DO NOT waive my rights to access this evaluation.

My signature below authorizes the recommender to provide a recommendation on my behalf.

__________________________________________________________
Signature of applicant ___________________________ Date (mm/dd/yyyy)
Applicant is to complete below for the Recommender

Recommender: First Name                  Middle Name                  Last Name

The Recommender completes the following:
The members of the ERC-RMB YSP application committee are interested in your perspectives of the applicant’s personal and academic capabilities. The information you provide will assist the committee members with choosing applicants. We are grateful for your time and assistance.

Recommender Title/Position                  E-mail Address                  Phone

Recommender Mailing Address                  City                  State/Country                  Zip

Background Information: For how long have you known this applicant and in what capacity?

Applicant Ratings
Please rate this applicant compared to others with his/her background.

<table>
<thead>
<tr>
<th></th>
<th>No Ability to Judge</th>
<th>Below Average</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
<th>Outstanding</th>
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</thead>
<tbody>
<tr>
<td>Academic Success</td>
<td>□</td>
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<td>□</td>
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<td>□</td>
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<td>Intellectual Ability</td>
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<td>Written Expression</td>
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<td>Creative Qualities</td>
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<td>□</td>
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<tr>
<td>Academic Involvement</td>
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<th>Good</th>
<th>Excellent</th>
<th>Outstanding</th>
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</thead>
<tbody>
<tr>
<td>Character/Personality Traits</td>
<td>No Ability to Judge</td>
<td>Below Average</td>
<td>Average</td>
<td>Good</td>
<td>Excellent</td>
<td>Outstanding</td>
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<td>Respect for Others</td>
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<td>Initiative</td>
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<td>Leadership/Influence</td>
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<td>Self-Confidence</td>
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<td>Self-Discipline</td>
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<td>Character and Integrity</td>
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<td>Potential for Growth</td>
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<td>Responsibility to</td>
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<td>Commitments</td>
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Attach Letter of Recommendation on Letterhead
In your recommendation letter, please address the extremes in your ratings above. Please provide concrete examples for your highest rating in both the “Academic” and “Character/Personality Traits” categories. Next, provide concrete examples for your lowest rating in both the “Academic” and “Character/Personality Traits” categories. Finally, include in your letter any other aspects you feel would enable us to genuinely evaluate the applicant.

Evaluation: Overall, I recommend this applicant
☐ Not at all       ☐ With reservations       ☐ Fairly strongly       ☐ Strongly       ☐ Enthusiastically

Your signature indicates that all information on this form is factually true and honestly presented and that you are the person submitting this form.

Signature of Recommender_____________________________________________ Date___________________________