These are the types of questions that might be asked of a reviewer about you. There are many different formats, but most forms ask similar questions to help the institution understand your unique credentials. Most forms are completed by the recommender online.

**Recommender Credentials (*Credibility of Recommender*)**

Job Title \_\_\_\_\_\_\_\_\_\_

Institution \_\_\_\_\_\_\_\_\_\_

**Establishing Relationship with the Applicant (*Credibility of Recommendation*)**

Number of years you have known the applicant \_\_\_\_\_\_\_\_\_\_

Nature of contact with the applicant.

Applicant was \_\_\_\_\_\_\_\_\_\_\_ during our contact:

* Undergraduate Student
* Graduate Student
* Research Assistant
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Served as the applicant’s:

* Research Advisor
* Major Advisor
* Teacher (one class)
* Teacher (many classes)
* Department Chair
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rating based on comparing applicant to:

* My Institution’s Graduates in this field this year
* Graduates from all institutions in this field this year
* All students at this level
* Other applicants to target institution
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rating the Applicant (*Standard Review of Applicant*)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Top 20% | Top 10% | Top 5% | Top 1% |
| Verbal Communication |  |  |  |  |
| Written Communication |  |  |  |  |
| Ability to Work Independently |  |  |  |  |
| Intellectual Ability |  |  |  |  |
| Knowledge in Field |  |  |  |  |
| Scientific Ability |  |  |  |  |
| Overall Rating |  |  |  |  |
| Creativity |  |  |  |  |
| Motivation |  |  |  |  |

**Written Comments (*Personal Review of Applicant*)**

*Provide additional insight into applicants skills and motivation or upload a letter.*