



Informatics-Training in Place Program Recommendation Form

Name of Applicant	
Name of Recommender	
Title of Recommender	
Organization of Recommender	
Relationship to the Applicant	

Instructions: As a reference, your recommendation and assessment of the applicant is important in the selection process for this fellowship. There are two sections to the recommendation:

SECTION A: The recommender will provide an assessment of the applicant in 10 key areas. Applicants should be rated on ability compared with others of similar experience levels.

SECTION B: Please use the space on the second page to write a formal recommendation letter addressing the following:

- 1) How long have you known the applicant and in what capacity?
- 2) Please comment on the applicant's skills, character, attitude, strengths and weaknesses.
- 3) Please provide information on any special qualities of the applicant you have observed that are relevant to their candidacy in this program.
- 4) Please comment specifically on the applicant's leadership skills, ability to work in a team, and their written and oral communication skills.

SECTION A: EVALUATION RATING

Characteristic	Rating				
	Not Able to Assess	Below Average	Average	Above Average	Outstanding
Quantitative Skills					
Analytical Thinking					
Written Communication					
Oral Communication					
Interpersonal Skills					
Teamwork					
Productivity					
Leadership					
Time Management					
Quality of Work					

Overall Rating					
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SECTION B: LETTER OF RECOMMENDATION