

The University Learning Center Tutor Recommendation Form

Applicant: Complete the top portion before giving this form to the person recommending you.

Applicant's name: _____ Subject or course: _____

Name and title of person completing form: _____

How long and in what capacity has this person known you? _____

The recommender should return the completed form by _____
(date)

to: Dr. Lea Beth Lewis Cal State Fullerton ULC PLN 221 Fullerton, CA 92831-3599

Recommender:

This person is applying for a position of Tutor in the ULC at CSUF. This position requires applicants to be responsible, academically successful, and able to communicate well with students, faculty, and staff members. Applicants should show the potential for developing strong leadership skills. Based on your experiences, evaluate the applicant by providing your honest reaction to the items below. This form is confidential.

(Please circle one)

1. Academic performance and knowledge in subject area.

Superior - Above average - Average – Below average - No basis for rating

2. Ability to listen to others and express ideas effectively.

Superior - Above average - Average - Below average - No basis for rating

3. Shows initiative, is self-motivated and works well independent of others.

Superior - Above average - Average – Below average - No basis for rating

4. Is responsible, conscientious, and meets established deadlines.

Superior - Above average - Average – Below average - No basis for rating

5. Is personable and gets along well with others.

Superior - Above average - Average – Below average - No basis for rating

6. Demonstrates a sensitivity and ability to work with people from diverse backgrounds.

Superior - Above average - Average - Below average - No basis for rating

Add any additional comments that would be valuable in evaluating this applicant - feel free to attach additional pages:

Would you recommend this person for the position? Yes Maybe No

Signature: _____ Institution: _____ Date: _____

Phone number if follow-up is needed: () _____