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: (   )________________________

Adapted from: A Training Guide for College Tutors by Sally A Lipsky. Pearson.