

San José State University SAGE Program - Recommendation Form

Thank you for taking the time to recommend the applicant for the SJSU SAGE Program. Please be honest in your evaluation of the applicant. Your responses will be kept confidential. If you have any questions, please contact the SAGE program coordinator: Xi Feng, PhD at xi.feng@sjsu.edu or (408) 924-3105. Please email this completed form to xi.feng@sjsu.edu.

APPLICANT INFORMATION:

- Name of Applicant:
- Date of Evaluation:

REFERENCE INFORMATION:

- Reference’s Name:
- Reference’s Email Address:
- Position:
- Reference’s Phone Number:
- Place of Employment:
- Address of Employment:

REFERENCE’S RESPONSES / EVALUATION:

- How long have you known the applicant?
- Relationship to applicant?

How would you rate the applicant for each of the following characteristics?

Please select (X) the rating that best describes the applicant in each category.

	Outstanding	More than Satisfactory	Satisfactory	Needs Improvement	Unsatisfactory	Not Observed
Communication: Oral						
Communication: Written						
Interpersonal: Peers / Co-workers						
Interpersonal: Leadership Potential						
Interpersonal: Initiative / Motivation						
Interpersonal: Punctuality						
Interpersonal: Adaptability						
Interpersonal: Reaction to Stress						
Interpersonal: Perseverance						
Interpersonal: Creativity						
Interpersonal: Organizational Skills						
Interpersonal: Works Independently						

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Interpersonal: Responsibility / Maturity						
Knowledge: Nutrition Content						
Knowledge: Food Science Content						
Knowledge: Food Service Management						
Knowledge: Packaging						
Knowledge: Analytical Skills / Problem Solving						
Knowledge: Conceptual Skills						

What is your summary evaluation of this applicant? Please select (X) one option below:

Outstanding Recommendation	Highly Recommend	Satisfactory Recommend	Recommend with Reservations	Do Not Recommend
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please feel free to share any additional information regarding this applicant that would be helpful in our consideration.

Please email this completed form to xi.feng@sjsu.edu.