

Recommendation Form: School Counseling

To the Applicant

Complete the following items and forward this form to the individual who will provide your reference. To expedite the processing of your application, you may wish to include a pre-addressed, stamped envelope: **This form is only required for School Counseling applicants.**

Applicant's Name:						
LAST		FIRST	MIDDLE			
Mailing Address:						
	NUMBER AND STREET					
CITY AND COUNTY	STA	TE AND COUNTRY	ZIP/POSTAL CODE			
I hereby release Loyola University investigating and evaluating my a information, in good faith, concern	oplication for admission	n. I further release from l	iability all parties providing			
Applicant's Signature:		Date:				
To the Person Completing th	is Form					
The person named above is applyi University Maryland. The Admis qualified candidates.						
Notice about confidentiality: Under P admission do not have access to their confidentiality of information within t professional reference, and any other before his/her matriculation at Loyold Admission Committee in reaching a d	records unless and until the spirit of the law, the Unsubjective supplementary Subjective supplementary Sur Comments are valu	hey enroll at Loyola Univers niversity will use this form fo statements sent on the appl able. The appraisal of the a	sity Maryland. To ensure or the purpose of admission only. The icant's behalf, will be destroyed			
When you complete this recommenda letterhead on it. Sign your name acrograduate Admission Processing Ce	ss the sealed flap of the	envelope and return it to: : L				
Name:						
Title/Position:						
Company/Position:						
Address:						
NUMBER AND STREET						
CITY	STATE	COUNTRY	ZIP/POSTAL CODE			
Talanhana		E mail:				

Background Information

Professional Relationship with Applicant: How long have you known this applicant? Dates: from ______ to _____ length of time____ __Student under my supervision ___Teacher under my supervision ___Other ___Employee under my supervision If applicant is a former employee, please state his/her reason for leaving: **Evaluation** Please comment on whatever you think is important about the applicant, including a description of professional, academic and/or personal characteristics. Ratings: Professional School Counselor Qualification Characteristics Meets others with ease: Almost Always____ Most of the time____ Sometimes____ Rarely___ No Basis____ **Exhibits tact in difficult situations:** Almost Always____ Most of the time____ Sometimes____ Rarely___ No Basis____ Shows strong leadership skills: Almost Always____ Most of the time____ Sometimes____ Rarely___ No Basis____ Demonstrates a sense of humor and flexibility in dealing with others: Almost Always____ Most of the time____ Sometimes____ Rarely___ No Basis____ Initiates new ideas or concepts in achieving a comprehensive program of professional services: Almost Always ____ Most of the time ____ Sometimes ____ Rarely ____ No Basis ___ Is competent and could implement new developments: Almost Always_____ Most of the time____ Sometimes____ Rarely____ No Basis____ Exhibits maturity in working with students, parents and others: Almost Always____ Most of the time____ Sometimes____ Rarely___ No Basis____ Is conscientious and dependable: Almost Always ____ Most of the time ____ Sometimes ____ Rarely ____ No Basis ___

Demonstrates mature judgment and a high degree of professionalism:							
Almost Always	Most of the time	_ Sometimes	Rarely	No Basis			
Is well liked by others who seek this person's assistance willingly:							
Almost Always	Most of the time	_ Sometimes	Rarely	No Basis			
Organizes plans for implementing professional goals on both long range and a daily basis:							
Almost Always	Most of the time	_ Sometimes	Rarely	No Basis			
Shows evidence of a willingness to continue their professional growth:							
Almost Always	Most of the time	_ Sometimes	Rarely	No Basis			
Is trusted by others:	Almost Always	Most of the time	Sometime	s Rarely No Basis			
Demonstrates emotional maturity:							
Almost Always	Most of the time	_ Sometimes	Rarely	No Basis			
Communicates clearly and effectively both orally and in writing:							
Almost Always	Most of the time	_ Sometimes	Rarely	No Basis			
Is able to form effective and culturally relevant interpersonal relationships with others (individual and small groups):							
Almost Always	Most of the time	_ Sometimes	Rarely	No Basis			
How would you evalu	ate this person as a p	rospective profession	onal school co	inselor?			
A most desirable future professional school counselor							
A desirable future professional school counselor							
An acceptable future professional school counselor							
Not desired as a future professional school counselor							
Signature:			D	ate			