

**CAREER SERVICES**  
**MONTANA STATE UNIVERSITY-BILLINGS**  
**1500 University Drive**  
**Billings, MT 59101-0245**  
**(406) 657-2168**

**RECOMMENDATION FOR THE CREDENTIAL FILE OF:**

Candidate's Name  
 (please print) \_\_\_\_\_

To the Writer: Under the Family Education Rights and Privacy Act, the candidate named above will have access to your recommendation **unless** the Waiver of Access to This Recommendation at the bottom section of this form is signed. If it is signed, this recommendation will be kept confidential from the candidate.  
**Please complete and return this recommendation directly to the Career Services Office at the address above.**

PLEASE CHECK APPROPRIATE BOX	NOT APPLICABLE	SUPERIOR	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
Ability to get along with people					
Ability to make decisions					
Ability to work without supervision					
Adaptive to change					
Bearing, poise, self-confidence					
Cooperation					
Dependability					
Effectiveness in speaking					
Effectiveness in written expression					
Enthusiasm for assigned tasks					
Initiative					
Knowledge of subject matter					
Leadership potential					
Organizational skills					
Professional appearance					
Reaction to advice and criticism					
Sensitivity to diversity					

**Writer, please provide additional significant information which might be of value in rating this person. Use letterhead if desired.**

Writer's Name (print)			
Signature		Phone	
Organization		Title	
Address		City/State/Zip	

**CANDIDATE'S WAIVER OF ACCESS TO THIS RECOMMENDATION**

I waive my right of inspection and wish this recommendation to be confidential.

(Signature) \_\_\_\_\_ Date \_\_\_\_\_