

Student Recommendation For Employment GATEWAY TECHNICAL COLLEGE

Student Name _____ Date _____
 Program _____
 Instructor Name (Please Print) _____
 Please List the class or classes you have taken with this Instructor: _____

Release of Information:

I do hereby give my permission to Gateway Technical College to forward or release information about me that may include instructor evaluations and personal student directory data. I understand this directory data will be released only to prospective employers.

Date _____ Student Signature _____

Instructor:

Please rate the student in terms of the following characteristics by circling the appropriate number and/or write a description narrative which states the student's abilities below.

	Needs Improvement	Average	Average	Excellent	
PROGRESS <i>Has student advanced in skill & knowledge?</i>	1	2	3	4	5
INITIATIVE <i>Does the student exhibit creativity and problem solving capabilities?</i>	1	2	3	4	5
RELIABILITY <i>Does the student exhibit personal integrity and a sense of responsibility?</i>	1	2	3	4	5
WORK ATTITUDE <i>Does the student have a good attitude toward work?</i>	1	2	3	4	5
COOPERATION <i>Does the student work well with others?</i>	1	2	3	4	5

Attendance: (Circle One) Excellent Good Fair

Comments: _____

Instructors Signature _____ Date _____

Student Recommendation For Employment

The Student Recommendation Form is used for employment references. Students can submit the form to their instructor to be sent to the employer.

Note: It is the Instructor's choice to agree/disagree to complete this form.

The student must provide the **form with their signature** and an **addressed envelope** with the **employers name on it** to the instructor. If the student would like to have a copy of the completed Student Recommendation Form, the student should also provide a self-addressed envelope. Forms will be completed and sent directly to the employer and student if requested. Forms will not be handed back to the student.

If the employer requests the form back immediately, the student can provide the instructor with the employer's email address to have the form sent electronically.

The form can be obtained on the Gateway Website at:

[https:// www.gtc.edu/documents/student-recommendation-form](https://www.gtc.edu/documents/student-recommendation-form).

Summary:

1. Print out form and sign it
2. Submit signed form and employer-addressed envelope to the instructor
3. If you want a copy, include a self-addressed envelope
4. If needed by the employer ASAP, provide employer's email address to the instructor

Employer email address _____