

## Student Recommendation Form

The Student Recommendation Form is used for employment references. Students can submit the form to their teacher 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/student. Forms will not be handed back to the student.

If the employer requests the form back immediately, the student can provide the teacher with the employer's fax number and request that the form be faxed.

The form can be obtained on the Student Employment Services Website at: <https://www.gtc.edu/career-advising/student-employment-services>. Under the Career & Advising menu you will find the link to the form.

### Summary:

1. Print out form ([www.gtc.edu](http://www.gtc.edu)) and sign it
2. Submit signed form and employer-addressed envelope to your teacher
3. If you want a copy, include a self-addressed envelope
4. If needed by the employer ASAP, provide fax number to the teacher

Please find a sample on the next page.

## Student Recommendation Sample Form

### GATEWAY TECHNICAL COLLEGE Student Recommendation Form Student Employment Services (SES)

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

**Attendance:** (Circle One)      Excellent      Good      Fair

**Comments:** \_\_\_\_\_

**Narrative Statement:** (Optional) \_\_\_\_\_

Instructors Signature \_\_\_\_\_ Date \_\_\_\_\_

PLEASE NOTE: Student Employment Services does not maintain credential files for students. 09/07