# GORDON STATE COLLEGE

Education Program | Employer Recommendation Form

To be completed by a current or recent employer or direct supervisor who can assess the applicant's professional conduct, work ethic, and interpersonal skills.

## Applicant Information (to be completed by the applicant)

| | |
|---|---|
| Full Legal Name | |
| Gordon State Email | |
| Gordon State ID # (929) | |

## Employer Information

| | |
|---|---|
| Name | |
| School/Business/Organization | |
| Title/Position | |
| Phone Number | |
| Email | |
| Applicant's Position | |
| Length of Time Supervising Applicant | |

## Professional Assessment

Please assess the applicant's readiness for the academic rigor and professional expectations of the Education Program. Base ratings on your direct observations of the applicant's demonstrated behaviors, work performance, and professional interactions.

**Continue to page 2 to complete the disposition ratings.**

## Professional Assessment | Disposition Ratings

4 = Exceeds Expectations | 3 = Meets Expectations | 2 = Needs Improvement
1 = Does Not Meet Expectations | N/O = Not Observed

Select one rating per disposition.

| Disposition / observable indicators | 4 | 3 | 2 | 1 | N/O |
|---|---|---|---|---|---|
| **1. Dependability and Responsibility** Maintains consistent attendance, arrives on time, fulfills responsibilities, and meets deadlines. | ○ | ○ | ○ | ○ | ○ |
| **2. Effective Verbal Communication** Communicates clearly, listens attentively, and engages in appropriate professional conversations. | ○ | ○ | ○ | ○ | ○ |
| **3. Adherence to Workplace Expectations** Follows established policies, procedures, and workplace expectations. | ○ | ○ | ○ | ○ | ○ |
| **4. Integrity and Ethical Conduct** Demonstrates honesty, maintains confidentiality, and adheres to ethical standards. | ○ | ○ | ○ | ○ | ○ |
| **5. Receptiveness to Feedback** Accepts constructive feedback professionally and makes efforts to improve performance. | ○ | ○ | ○ | ○ | ○ |
| **6. Effective Written Communication** Communicates clearly and appropriately in written correspondence and documentation. | ○ | ○ | ○ | ○ | ○ |
| **7. Collaboration and Teamwork** Works cooperatively with colleagues and respects differing perspectives. | ○ | ○ | ○ | ○ | ○ |
| **8. Professionalism and Interpersonal Skills** Demonstrates respect, courtesy, and appropriate professional interactions. | ○ | ○ | ○ | ○ | ○ |
| **9. Maturity and Judgment** Demonstrates sound decision-making, adaptability, and appropriate responses to challenges. | ○ | ○ | ○ | ○ | ○ |
| **10. Initiative and Work Ethic** Demonstrates motivation, persistence, initiative, and commitment to quality work. | ○ | ○ | ○ | ○ | ○ |

**Continue to page 3 for comments and the overall recommendation.**

## Comments and Supporting Observations

For any rating of 1 or 2, provide specific examples of observed behaviors. Additional comments are welcome.

## Factors Influencing Applicant Success

**Potential Barriers to Success**

Identify any observed professional behaviors or work habits that may impede the applicant's successful progression through the Education Program.

**Strengths and Positive Attributes**

Identify any demonstrated strengths, skills, or professional attributes that may enhance the applicant's success in the Education Program.

## Overall Assessment of Applicant Readiness

Based on your observations, does the applicant demonstrate the academic behaviors, professional dispositions, and personal responsibility necessary to meet the expectations of the Education Program?

- ○ Yes - Demonstrates readiness
- ○ Yes, with Reservations
- ○ No - Does not currently demonstrate readiness
- ○ Unable to Determine - Insufficient information

Additional comments:

Employer Signature: Date:

**Please submit the completed form to Kelly Wilson: kellyw@gordonstate.edu**