

## To be completed by Applicant

Applicant Name \_\_\_\_\_  
Last First Middle

Birth Date \_\_\_\_\_  
mm/dd/yyyy

Applicant's Signature \_\_\_\_\_  
Date

**I confirm that I did not write or draft this recommendation. Please fill out and sign form before you send to the recommender.**

Applicant's Signature \_\_\_\_\_  
Date

## To be completed by Recommender

**W**e thank you and appreciate that you are willing to take the time to write a letter of recommendation for this applicant. We ask for your honest assessment of the applicant's abilities and request that you follow this procedure:

- Provide your contact information listed below and fill out the assessment form.
- Write a one-to-two page recommendation letter, print it on letterhead, sign it, attach the completed assessment form, and make three copies of both. Enclose the letter and copies in a sealed envelope where you have signed across the flap.
- Please return the sealed envelope to the applicant so that he/she can include it in the application submission.

Name of Recommender \_\_\_\_\_

Position/Title \_\_\_\_\_ Date of Recommendation \_\_\_\_\_

Employer Name/Organization \_\_\_\_\_

Address \_\_\_\_\_  
Street

\_\_\_\_\_ City Province/State Country ZIP/Postal Code

Telephone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

## Recommendation Letter Guidelines

**W**e seek an honest assessment of the applicant's potential for leadership within a public service setting. The following information would be helpful:

- Your relationship to the applicant and the nature of that relationship
- Potential for achievement
- Do you think the applicant can work effectively within the Fellowship group?
- Strengths and weaknesses of the applicant
- Unique qualities as compared to his/her peers

	Unable to Judge	Average (Top 50%)	Good (Top 25%)	Very Good (Top 10%)	Outstanding (Top 5%)	Truly Exceptional (Top 2%)	OVERALL RECOMMENDATION
Intellectual Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Enthusiastically Recommend <input type="checkbox"/> Recommend <input type="checkbox"/> Recommend with Reservations <input type="checkbox"/> Do Not Recommend
Breadth of General Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written Expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Oral Expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emotional Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrated Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Promise for Public Service Career	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ethics and Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommender's Signature \_\_\_\_\_  
Date