

Applicant: Please have a current or former instructor complete this reference form in support of your application to work as a tutor in Germanna’s Academic Center for Excellence.

Name of applicant: _____

In what capacity do you know the applicant? _____

How long have you known the applicant? _____

Please assess the applicant in the following categories by placing an “X” in the appropriate column:

Category	Excellent	Good	Fair	Poor	No Basis for Judgment	Comments
Academic Ability						
Critical Thinking						
Ability to Work Independently						
Judgment Skills						
Professionalism						
Verbal Expression of Ideas						
Written Expression of Ideas						
Interpersonal Skills						

Name: _____

Academic Department: _____

Email Address: _____ Phone Number: _____

Please include any pertinent information regarding the applicant’s qualification to work as a tutor:

Signature: _____ Date: _____

Please return the completed recommendation form to the applicant in a sealed envelope or send it directly to the Academic Center for Excellence in SP1-208, OR1-208, or STC-132. You can also scan it and email it to Ann Lyons at alyons@germanna.edu. Thank you for your assistance!