



**Social Work Program
MSW Applicant Recommendation Form**

TO THE MSW APPLICANT:

Please complete the top portion of this form and present it to a person who has sufficient knowledge of your ability and performance to respond to the questions below.

Applicant Name

Under the Family Educational Rights and Privacy Act of 1974, students are entitled to review their records, including letters of recommendation. However, those writing recommendations and those assessing recommendations may attach more significance to them if they know that the recommendations will remain confidential. It is your option to waive your right to review these recommendations or to decline to do so. Please indicate your choice of waiver options and type your name. Typing your name serves as your signature.

I have chosen to waive not waive my right of access to this recommendation and any other appropriate attachments written by the recommender.

Applicant Signature

Date

I have chosen this recommender as a reference in the category checked below:

Academic Professional/Personal

TO THE RECOMMENDER:

The applicant has been asked to transmit this request to you as one who can give a meaningful appraisal of his or her potential for graduate social work study. Please complete this reference form along with a recommendation letter (provided on last page of form).

Please include descriptive and evaluative comments that will assist in providing a complete picture of the applicant's abilities and potential as a graduate student and social worker. The student's pending application will be considered incomplete until your response is received.

Recommender Name

Title

Organization

Address

How long, and in what connection, have you known this applicant?

PERSONAL AND PROFESSIONAL APPRAISAL:

(Please compare with graduate professionals or other students you have known)

ATTRIBUTE	POOR	GOOD	VERY GOOD	EXCELLENT	OUTSTANDING	UNABLE TO ASSESS
Ability to succeed as a graduate student						
Ability to write clearly						
Ability to verbally communicate clearly						
Ability to conceptualize						
Ability to analyze						
Ability to evaluate self						
Commitment to human rights and social justice						
Ability to work with diverse people						
Commitment to social work as a career						

ATTRIBUTE	POOR	GOOD	VERY GOOD	EXCELLENT	OUTSTANDING	UNABLE TO ASSESS
Leadership ability						
Ability to work in team efforts						
Ability to handle stress						
Openness to feedback						
Ability to relate with others						
Ability to solve problems						
Diligence and dependability in performing work						
Ability to take initiative						
OVERALL ASSESSMENT						

INDICATE THE STRENGTH OF YOUR OVERALL ENDORSEMENT:

- Highly recommend
- Recommend
- Recommend with reservations noted in letter
- Do not recommend

Please continue to the next page to type or paste your letter of recommendation.

LETTER OF RECOMMENDATION

Thank you for your recommendation. When you are finished, save this form for your own records, then return it to the University of Toledo College of Graduate Studies by clicking the "Email Form" button on the top of the first page.

Please type your name below. Typing your name serves as your signature.

Signature:

Date: