

**To the evaluator: Circle the choices that most closely describe the applicant.
If you are unable to evaluate the characteristic, please circle Not Applicable (NA).**

PUNCTUALITY	habitually late	generally on time	always on time		NA
ORGANIZATION	slow to organize	adequately organized	organized, makes good use of time	very efficient, well organized	NA
QUALITY OF WORK	tends to be careless	usually thorough and accurate, only occasional error	exceptionally careful and accurate		NA
NEED FOR SUPERVISION	constant	minimal	no supervision needed		NA
COMPLIES WITH RULES/REGULATIONS	disregards rules	usually complies	always complies		NA
RESPONSIBILITY	shuns responsibility	takes on if asked	assumes some on own	readily assumes on own	NA
INITIATIVE	none	some, but needs to be asked	self-starter		NA
CONFIDENCE	over confident	lacks confidence	occasionally lacks confidence	very mature, self-reliant	NA
INTERACTIONS WITH OTHERS	antagonistic	somewhat lacking in social skills	satisfactorily relates to others	compassionate, tactful, kind	NA
COOPERATIVENESS	unwilling, reluctant	usually collegial	good team worker, very cooperative		NA
ABILITY TO WORK UNDER PRESSURE	cannot cope	adapts poorly	cope well	exceptionally well balanced	NA
REACTION TO CRITICISM	becomes angry	apathetic	offers excuses	accepts and works to improve	NA
ABILITY TO FOLLOW INSTRUCTIONS	never	seldom	usually	always	NA
ORAL COMMUNICATION SKILLS	poor	is able to communicate	communicates well	very articulate	NA
WRITTEN COMMUNICATION SKILLS	poor	writes adequately	writes clearly	superb writing skills	NA

Would you want this applicant to work for you in a position of responsibility? Definitely Possibly
 No NA

PLEASE RETURN COMPLETED RECOMMENDATION BY JANUARY 20,2012 TO:

Aileen Staffaroni
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