

Applicant's Name \_\_\_\_\_ Applicant's E-mail \_\_\_\_\_

## Recommender Information

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Your First Name \_\_\_\_\_ Your Last Name \_\_\_\_\_

Current Employer/Organization \_\_\_\_\_

Current Job Title \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

### Context of Relationship to Applicant (check one):

- |  |                       |
|--|-----------------------|
| <input type="checkbox"/> Current or Previous Employer  | University/Academic   |
| <input type="checkbox"/> Current or Previous Co-worker | Pastoral/Church       |
| <input type="checkbox"/> Extracurricular/Community     | Other (explain) _____ |

### How long have you known the applicant?

- Less than 1 year  1-3 years  4-6 years  7-10 years  More than 10 years

## Applicant Qualities

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Based on your professional experience, how do you rate this candidate compared to her/his peer group?  
(Please choose one from the drop down menu below)

May we contact you regarding this applicant?

Yes

No

Overall, I ...

(Please choose one from the drop down menu below)

**Please answer the following questions and provide specific examples where possible.**

**Please provide a brief description of your interaction with the applicant, and, if applicable, the applicant's role in your organization.**

**How does the performance of the applicant compare to that of other well-qualified individuals in similar roles? (ie: What are the applicant's principal strengths?)**

**Describe the most important piece of constructive feedback you have given the applicant. Please detail the circumstances and the applicant's response.**

**Is there anything else you would like us to know?**

*Signature*

*Date*

*Thank you for completing this recommendation form.*

*By asking you to complete this recommendation, the applicant has waived the right to review this confidential document. This form becomes property of the University, and will under no circumstances be released to the applicant or any other party.*

*Click "Send" to submit your recommendation to The Graduate School via e-mail.*

*If you prefer to mail the document, click "Print" and mail to:*

Houston Baptist University  
Attn: The Graduate School  
7502 Fondren Rd.  
Houston, TX 77074