

NMHU Career Services

Attn: Ron Garcia, Director, ph. 454-3251, garcia_rs@nmhu.edu
Felix Martinez Building, Room 230, Las Vegas, NM 87701

Faculty/Supervisor Recommendation Form for Career Peer Advisors (CPA), 2017-18

Application for a CPA position with Career Services requires one recommendation from an NMHU faculty member or an NMHU work supervisor. Applicants are required to have completed one semester at NMHU and possess strong oral and written communication skills. Please rate the applicant according to the criteria below and return this Form by email or in sealed envelope to the above address, Attention: Ron Garcia, Career Services. If you have any questions or would like to discuss this applicant further, please contact me at 454-3251 or by email. *Thank you*

Student Full Name		NMHU ID#:	@
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Faculty/Supervisor Name	Title and Department
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How well do you know this student?	Very Well		Fairly Well		Slightly		Not Well	
In what capacity?								

Please rate this applicant on the following areas compared to other students you have taught/supervised:

Expected Criteria	<i>Excellent</i>	<i>Above average</i>	<i>Average</i>	<i>Below average</i>	<i>No basis to judge</i>
1. Attendance: punctuality and dependability					
2. Strong public speaking ability, communicates clearly					
3. Excellent writing skills					
4. Demonstrates personal initiative					
5. Solve problems effectively and efficiently					
6. Ability to make productive use of time					
7. Demonstrates leadership qualities					
8. Takes responsibility for project/assignment success					
9. Demonstrates creativity and innovation					
10. Teamwork ability to collaborate with peers and others					
11. Ability to work well with faculty/supervisor					
12. Flexibility to adapt to new/unexpected project changes					
13. Patience and empathy with other students					
14. Ability to maintain accurate records/documentation					
15. Overall recommendation of this student					

Additional Comments:

Faculty Signature	Date Signed
Email	Phone

Please return in a sealed envelope or email. Thank you