

GENERAL RECOMMENDATION FORM
CAREER SERVICES OFFICE
Nazareth College of Rochester
4245 East Avenue • Rochester, NY • 14618-3790
(585) 389-2878 • Fax (585) 389-2300

NOTICE: PUBLIC LAW 93-380, the Family Education Rights and Privacy Act of 1974 as amended gives students the right of access to letters of recommendation written after January 1, 1975 and kept in a placement file in their name.

**THIS SECTION MUST BE COMPLETED BY THE CANDIDATE
PRIOR TO THE RECOMMENDATION BEING WRITTEN**

I choose to have this recommendation treated as:

CONFIDENTIAL (Not for my review)

NON-CONFIDENTIAL (Open for my review)

Printed Name _____ Signature _____ Date _____

Directions: Please rate the candidate's strengths and personal qualities supporting your comments with **specific examples**. Please indicate in what capacity and for how long you have known the candidate. Past criteria for evaluation have included **scholarship, demeanor, communication skills, work habits, judgment, self-confidence, organizational and decision-making skills, and leadership potential**.

Date

Printed Name

Signature

Title

Organization/Department

Address

NOTE: This form is to be used by people registering for a credential file in the Nazareth College Career Services Office and is meant for enclosure in that folder.
RECOMMENDER: Upon completion, return this original directly to the Director, at the address above. Revised 11/02