

Graduate Assistantship Applicant Evaluation (Confidential)
Richards College of Business
The University of West Georgia

I am an applicant for a Graduate Assistantship in the Richards College of Business at the University of West Georgia, and am seeking a recommendation from you for that position. I would appreciate very much your completing the form below and submitting this confidential form directly to hudombon@westga.edu.

APPLICANT INFORMATION (Please print or type):

Name of Applicant _____ Date _____

Mailing Address _____

Email Address _____

Telephone _____ Fax _____

Graduate Degree Sought _____

I do hereby waive my rights of access to this confidential evaluation made for the purpose of accompanying my application for employment as a graduate assistant in the Richards College of Business.

 Signature of Applicant Date

Please check the appropriate box based upon your observation of the applicant:

| Characteristics | Outstanding | Above Average | Average | Below Average | Not Observed |
|---------------------------|-------------|---------------|---------|---------------|--------------|
| Potential for Success | | | | | |
| Quality of Work | | | | | |
| Ability to Complete Work | | | | | |
| Judgment and Common sense | | | | | |

| Characteristics | Outstanding | Above Average | Average | Below Average | Not Observed |
|-------------------------|-------------|---------------|---------|---------------|--------------|
| Emotional Adjustment | | | | | |
| Cooperativeness | | | | | |
| Initiative | | | | | |
| Problem Solving Ability | | | | | |
| Dependability | | | | | |
| Conduct | | | | | |
| Integrity | | | | | |

I have been acquainted with the applicant for _____ years.

My relationship with the applicant has been as:

- Employer
- Advisor or Supervisor
- College Instructor
- Co-worker
- Other (Please explain)

Comments (If you wish, please comment on the strength and weaknesses which might affect the performance of the applicant as a graduate assistant).

Signature of Evaluator _____ Date _____

Title _____ Organization _____

Address _____

NOTE TO EVALUATOR: Please accept the thanks of both the applicant and the Richards College of Business at the University of West Georgia for your time and effort in this evaluation.