

Recommendation Letter Form for the SJSU Counselor Education Department

Applicant's Name: _____

The above named applicant is applying for admission to the graduate program in **Counseling and Guidance** at San José State University. The applicant feels you are a person who can assist us in assessing his/her/their qualifications as they relate to this professional objective.

Please answer all questions below and upload this form into the recommendation portal provided to you through the emailed request from the applicant. We will use this information to process this applicant's admissions materials.

Your cooperation is greatly appreciated and your responses will be held in confidence. (All records, including recommendations, are kept by the University in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974, which allows students access to their records [P.L. 93-380, Sec 513]).

Please note: You are welcome to attach an added Letter of Recommendation in addition to, but not in lieu of, completing this form. Please upload all documents as one PDF file into the recommendation portal provided to you by the Cal State Apply System.

Evaluator's Name: _____

Position Title: _____

Name of Organization/Setting: _____

Location of Organization/Setting: _____

Phone #: _____

Email address: _____

1. How long have you known the applicant?
2. Are you related to the applicant? Yes No
3. In what capacity do you know the applicant?
4. Type of supervision provided to applicant (if any): *(Describe the focus and extent of supervision and the setting where supervision took place.)*

5. Please rate the applicant 1 (low) to 5 (high), or N/A (not applicable or not able to assess), on each of the following areas: ^[L]_[SEP]

- Maturity/emotional stability
- Initiative/leadership skills
- Ability to work independently
- Ability to work collaboratively
- Creative problem-solving skills
- Willingness and ability to accept and incorporate constructive feedback
- Ability to handle stress/adapt to complex or stressful situations that arise
- Oral communication skills: Ability to articulate complex ideas and perspectives to diverse populations in a professional manner
- Academic/professional writing skills
- Ethics/integrity
- Willingness to examine one's own assumptions, beliefs, and practices
- Cultivates and promotes a safe, caring, and supportive environment
- Treats all people fairly, equitably, and with dignity and respect
- Commitment to social and economic justice and advocacy
- Potential for success in academic/graduate-level work
- Effectiveness and or potential to work effectively as a professional counselor

6. Please provide any additional information related to any of the areas rated above and/or other information (e.g., applicant's personal or academic background, strengths, areas for growth, experience in the education and/or counseling field, etc.) that you believe is important for the admissions committee to know or understand about the applicant and his/her/their fit for graduate studies in Counseling and Guidance at SJSU or as a future professional counselor.

7. a.) Do you have any reservations about recommending this candidate to our graduate program?

Yes No

b.) If you indicated "yes" above, please explain.