



ROLLINS COLLEGE
MASTER OF HUMAN RESOURCES

Letter of Recommendation

Please type or print:

A. Applicant Name: _____ **Phone:** _____
Last First Middle

Note to Candidate: Letters of recommendation should be completed by current or former teachers, supervisors, co-workers or others who can objectively evaluate your ability to perform graduate-level work. Relatives and social acquaintances are not appropriate. One letter should come from an employer.

B. Please sign option one or two:

1. I authorize the release of a candid evaluation to assist in the admission process. I understand that the material will be kept confidential both from the public and myself, and **I waive any right** of access that I might have by law. I also understand that this form becomes the property of Rollins College Master of Human Resources program and is not returnable. I further understand that Rollins College and the Master of Human Resources Program does not require that I execute this waiver and is willing to review my application without such a waiver.

Signature: _____ **Date:** _____

2. I authorize the release of a candid evaluation to assist in the admission process and **do not waive my right** to examine the recommendation should I enroll as a student in Rollins College Master of Human Resources Program.

Signature: _____ **Date:** _____

C. To the individual completing this form:

The person whose name appears above has applied for admission to the Master of Human Resources Program at Rollins College. This program is designed for responsible and responsive adults who have elected to prepare for careers in Human Resources. The objective of this program is to provide students with experiences that will extend their competencies as persons and as professionals. This program is challenging and therefore will require strong academic skills as well as considerable dedication on the part of the student. The Admissions Committee requests that the reference respond to the questions below in as specific and candid a manner as possible, particularly noting maturity, purposefulness, initiative, and potential for success.

Name of Reference: (Please print) _____ **Phone:** _____

Position/Title: _____ **Organization:** _____

Address: _____
Street City State Zip

- How long, and under what circumstances, have you known the applicant?
- What do you consider the applicant's most outstanding talents or characteristics?

- Are you aware of any limitations on the part of the candidate that would hinder performance as a graduate student? If so, please describe.
- In what ways has the individual demonstrated commitment to personal development?
- In your opinion, how well qualified is this candidate for intellectually challenging graduate study?
- Please provide any further insights that you believe may be helpful to the Admissions Committee.
- I recommend this applicant for admission to the Master of Human Resources Program at Rollins College.

Highly Recommend
 Recommend with Reservation

Recommend
 Do Not Recommend

NOTE: Please attach your business card or letterhead.

Signature: _____ **Date:** _____

D. Please return this appraisal to the candidate in a sealed envelope or mail directly to:

Rollins College
 Master of Human Resources
 203 East Lyman Avenue
 Winter Park, FL 32789

E. Questions or concerns should be directed to the Master of Human Resources coordinator:

■ Phone: 407-646-2653 ■ Fax: 407-975-6430

No action can be taken on this candidate's application until this recommendation is received.