



RECOMMENDATION FORM

Career Center
College of Charleston
66 George Street, Charleston, SC 29424
Phone: 843.953.5692 Fax: 843.953.6341

Evaluation of: _____
(Last Name) (First Name) (Middle Name)

Graduation Date: _____
(Month) (Year)

The Family Education Rights and Privacy Act of 1974 gives students full access to their official records unless the student waives their rights of access to confidential letters of recommendation. The student's signature below constitutes a waiver of access; no signature means that the student has the right to read his/her reference.

TO THE STUDENT: If you prefer this to be a confidential letter of recommendation, you must sign and date the waiver of access below.

WAIVER OF ACCESS: I, the undersigned, waive my right of personal access to this recommendation.

Signed: _____ Date: _____

I am establishing a credential file with the Career Center and would appreciate a recommendation from you giving your frank opinion of my qualifications and general suitability for employment. Your evaluation will become a part of my record which is made available to employers. Please type to insure clear reproduction and return directly to the address shown above. (If you need additional room, please attach a separate page.)

Name (Print or type): _____ Date: _____

Position: _____

School, institution or business: _____

Signature: _____

HELPFUL HINTS FOR RECOMMENDATION WRITERS

Many College of Charleston students use Career Center credential service for processing their letters of recommendation for employment or for graduate/professional schools. The following suggestions are intended to assist you in writing a strong letter of support for the student.

- Include your affiliation/relationship with the student; how long you have known him/her; and in what context.
- Provide honest and factual information, based upon your personal knowledge/observation of the person through direct contact or obtained from the person's personnel or student record.
- Specifically identify the student's skills, attitudes and personal attributes related to their field of study or prospective career.
- Be sure to mention and support the student's goal (i.e. a teaching position, law school, etc.)
- Avoid giving personal opinions or feelings. If you give an opinion, clearly identify them as opinions and not as facts. If possible, explain the incident or circumstances on which you base your opinion.
- Include concrete examples of the student's strengths or attributes where possible.
- Do not include information that may be the basis of discrimination, such as the individual's race, color, national origin, age, disability, citizenship status, sex, or marital status.
- Discuss the type of reference that you can provide with the person who has asked you to be a reference. Ask yourself if you can honestly comment on the student's skills and performance. It would be better to decline to write a recommendation than to write a vague one.