



**ATENEO DE MANILA UNIVERSITY**  
**OFFICE OF HUMAN RESOURCE MANAGEMENT**  
**AND ORGANIZATION DEVELOPMENT**

**LETTER OF RECOMMENDATION FORM**

<b>Name of Candidate:</b>		<b>Date:</b>	
<b>Vacant Position:</b>			
<b>Brief Description of the Position</b>			

**To the Recommending Person:**

The aforementioned candidate is being considered for a position in the Ateneo de Manila University. Part of the search process is to get feedback from professional references provided by the candidate.

May we request you to please complete this recommendation form? Your honest and objective feedback is very much appreciated, as it will provide us additional insights into our evaluation of the candidate.

Once completed, kindly e-mail the form to Office of the Human Resource Management and Organization Development at [workforce.hrmod@ateneo.edu](mailto:workforce.hrmod@ateneo.edu) and/or the HR representative who emailed you.

<b>Name of Recommender:</b>			
<b>Institution and Position:</b>			
<b>Email Address:</b>		<b>Contact No.:</b>	
<b>Relation to the Candidate:</b>		<b>Length of Time You've Known the Candidate:</b>	
<b>Signature of Recommender:</b>		<b>Date:</b>	

Place a cross (X) in the appropriate column to indicate your assessment of the candidate based on the criteria below.

<b>COMPETENCIES</b>	<b>RATING</b>			
	<b>Below Average</b>	<b>Fair</b>	<b>Average</b>	<b>Excellent</b>
Communication Skills				
Ability to Adapt to Change				
Ability to Manage Change				
Decision Making/ Critical Thinking				
Integrity				
Emotional Maturity				

COMPETENCIES	RATING			
	Below Average	Fair	Average	Excellent
Interpersonal Skills				
Collaboration Skills				
People Management				
Leadership				
Quality of Work				
Resourcefulness/ Initiative				
Work Ethics				
Intellectual Ability				
Technical Know-How				
Business Acumen				

Please answer the following based on how you know the candidate. You may leave blank the items which you have not had the chance to observe.

Describe a time when the candidate was responsible for the significant growth in your organization. What role did s/he play? What impact has the candidate made on the organization?
Describe the candidate's leadership style. In what kind of environment will the candidate thrive?
Describe how the candidate works in a team. What impact has the candidate made on his/her staff?
Describe a time when the candidate had to deal with change. How did he/she go about it?
What would you consider to be the candidate's strengths?

What would you consider to be the candidate's areas for growth?
Other comments that may be of value to our assessment.

As part of our mandatory requirements, kindly check the applicable response.

Has the candidate worked with minors during the course of his/her engagement? <input type="checkbox"/> Yes, what was the nature of the engagement? (e.g. teaching, tutoring) _____ <input type="checkbox"/> No
Has the candidate been a subject of any disciplinary action? If yes, please give details. <input type="checkbox"/> Yes, please provide detail _____ <input type="checkbox"/> No

Would you recommend the candidate for the position?

- Strongly Recommended       Recommended       Recommended with Reservation       Not Recommended