
Applicant First Name

Applicant Last Name

See next page for instructions.

RECOMMENDER'S CONTACT INFORMATION

Recommender's Name (printed)

Relationship to Applicant

Written Signature (not digital)

Company/School

Date

Phone or E-mail Address

RECOMMENDATION

Based on your knowledge of the above individual please rate the following areas for potential success.

OK=meets expectations

Good=superior in a few areas

Outstanding=superior in most areas

OK

Good

Outstanding

Personal Skills: punctuality, positive attitude, good attendance, takes responsibility for work (including mistakes), clean and well groomed, dresses appropriately for situation

Social Skills: listens and takes direction well, collaborates well with others, team player, open to criticism, friendly, shows appreciation, honors diversity

Work Skills: completes works on time, understands and follows classroom/workplace rules/policies, meets and/or exceeds classroom/workplace expectations

Growth: willing to learn new skills, volunteers to take on new tasks/projects, asks for help when appropriate, finds ways to overcome/compensate for challenges or personal weaknesses

NARRATIVE

Please type your answers to the following questions. *Handwritten recommendations and additional pages will not be accepted.*

1) What are the individual's strengths and how will they contribute to future success in college and the workforce?

2) How has the individual demonstrated an ability to overcome challenges?

3) Do you have anything additional to add about why are you recommending this individual for a scholarship?

BASIC INSTRUCTIONS

One (1) Recommendation Form is to be filled out, printed, signed, scanned*, and uploaded to your online scholarship application at <http://stars.cptc.edu/STARS>. *Scanners are available in the Clover Park Technical College library for your use.

Only typed recommendation forms will be accepted.

Only one (1) recommendation form will be accepted. No additional pages or letters will be accepted. Applicants submitting more than one form or additional information will not be considered for a scholarship.

It is the scholarship applicant's responsibility to upload the recommendation form by the deadline.

Recommendations will not be accepted directly from instructors (or others making a recommendation) in either hard copy or electronic forms.

It is highly recommended that you ask your instructor or other individual (see below) for a recommendation early in the scholarship application cycle, giving them time to make a thoughtful recommendation and leaving you time to address any technical difficulties you may have or help you may need.

Late materials will not be accepted. All materials must be received online by 4 p.m. on the last day of the scholarship cycle.

WHO SHOULD FILL OUT YOUR RECOMMENDATION FORM?

If you are currently a 2nd quarter (or further) CPTC student, your Clover Park Technical College (CPTC) program instructor* should fill out this form (if you have not yet started your program, one of your other CPTC instructors may fill out this form).

**If your CPTC program instructor is not available to make a recommendation, contact Heather Ervin at 253-589-5732 at least five working days before the deadline to get approval for another instructor or dean to make your recommendation.*

If you are a 1st quarter CPTC student or have not yet started at CPTC and are a . . .

Recent High School Graduate a high school teacher or counselor may fill out this form.

GED recipient with ABE classes at CPTC..... a CPTC ABE instructor may fill out this form.

Transfer student from another college..... a previous college instructor may fill out this form.

If you are a 1st quarter CPTC student or have not yet started at CPTC and do not fit one of the above categories, an employer, friend, religious leader, mentor, instructor, or counselor may fill out this form.

Recommendation forms filled out by relatives will not be accepted.

QUESTIONS

Please contact Heather Ervin, scholarship coordinator, at 253-589-5732 or heather.ervin@cptc.edu if you have any questions.