

SHORT TERM MISSION
Teaching English in Japan

RECOMMENDATION FORM (for advisor or college faculty or employer)

Name of Applicant_____

Address_____

City_____State_____Zip_____

Phone_____

Instructions for completing this form: Each applicant for this mission must submit a recommendation. Serious consideration will be given to your comments; therefore we ask that you complete the form carefully. You may not have an answer for certain questions. If so, please write "No Information" in the blank. Since we request a candid evaluation, we will hold your comments in strictest confidence.

1. How long have you known the applicant?_____

2. How well do you know him (her)? (Check one)

Casually

Fairly well

Closely

Comments:_____

3. As far as you know, has the applicant ever been arrested for any offense other than minor traffic violations? Ever been involved in drug or alcohol abuse, the occult, or attempted suicide? _____

4. Has the applicant any serious psychological problems that you are aware of?

_____Yes

_____No

If yes, please comment on a separate sheet.

5. How does he/she relate with youth and children? Any experience in teaching?

6. In your opinion, is this person able to handle full-time teaching responsibilities?_____

7. Please rate this person in the following areas using these letters:

W=Weak D=Developing A=Average M=Mature S=Strong

- | | | |
|---|---|--|
| <input type="checkbox"/> Teachable attitude | <input type="checkbox"/> Ability to receive criticism from others | <input type="checkbox"/> Respect for differences in others |
| <input type="checkbox"/> Self confidence | <input type="checkbox"/> Emotional stability | <input type="checkbox"/> Ability to deal with interpersonal problems |
| <input type="checkbox"/> Initiative | <input type="checkbox"/> Dependability, responsibility | <input type="checkbox"/> Flexibility, adaptability |
| <input type="checkbox"/> Cooperation with peers | <input type="checkbox"/> Sensitivity to others | <input type="checkbox"/> Willingness to serve |
| <input type="checkbox"/> Social poise | <input type="checkbox"/> Ability to communicate clearly | <input type="checkbox"/> Relationships with authority figures |

8. Please rate the applicant by placing a check under each of the following categories:

- | | | |
|--|---|--|
| PHYSICAL CONDITION | ATTRACTIVENESS | INTELLIGENCE |
| <input type="checkbox"/> Frequently incapacitated | <input type="checkbox"/> Avoided by others | <input type="checkbox"/> Learns and thinks slowly |
| <input type="checkbox"/> Somewhat below par | <input type="checkbox"/> Tolerated by others | <input type="checkbox"/> Average ability |
| <input type="checkbox"/> Fairly healthy | <input type="checkbox"/> Liked by others | <input type="checkbox"/> Alert; has a good mind |
| <input type="checkbox"/> Good health | <input type="checkbox"/> Well liked by others | <input type="checkbox"/> Brilliant; exceptional |
| EMOTIONAL RESILIENCE (to trying situations) | TEAMWORK | WILLINGNESS TO SERVE |
| <input type="checkbox"/> Gets angry; impulsive | <input type="checkbox"/> Frequently causes friction | <input type="checkbox"/> Reluctant to serve |
| <input type="checkbox"/> Withdraws | <input type="checkbox"/> Insists on having own way | <input type="checkbox"/> Motives confused |
| <input type="checkbox"/> Gets discouraged easily | <input type="checkbox"/> Usually cooperative | <input type="checkbox"/> Usually willing to serve |
| <input type="checkbox"/> Meets constructively | <input type="checkbox"/> Works well with others | <input type="checkbox"/> Eager to serve as needed |
| CHRISTIAN EXPERIENCE | RESPONSIVENESS (to feelings and needs of others) | ACHIEVEMENT (ability to formulate, execute & carry plans to conclusion) |
| <input type="checkbox"/> Relatively superficial | <input type="checkbox"/> Slow to sense how others feel | <input type="checkbox"/> Starts but does not finish |
| <input type="checkbox"/> Overly emotional | <input type="checkbox"/> Reasonably responsive | <input type="checkbox"/> Does only what is assigned |
| <input type="checkbox"/> Genuine but mild | <input type="checkbox"/> Understanding & thoughtful | <input type="checkbox"/> Completes |
| <input type="checkbox"/> Rich and growing | | |
| <input type="checkbox"/> Warmly contagious | | |

9. What reservations do you have about the applicant's ability to adapt to a foreign culture?

10. Do you recommend this person for this position? Yes No

On a separate sheet, please share any other information which may help in our overall evaluation of the applicant.

Your name _____ Position _____

Address _____ Phone _____
