World-of-Work (WOW) Internship Program
Letter of Recommendation Form

To the Applicant:
Please complete the top portion of this form before giving it to your reference. Letters of recommendation should not be written by friends or peers and will not be accepted. Please do not have letters of recommendation sent or faxed to Hiatt - you must submit the letters of recommendation with the rest of your application materials.

Applicant Information

Last name __________________________________ First name ______________________________ MI ____

I request that ___________________________________________________________________ complete this recommendation form for my application for the Hiatt Career Center World-of-Work (WOW) Internship Program

Under the terms of the Family Rights and Privacy Act of 1974, applicants have the right to review recommendations. Please indicate if you wish to waive or retain this right by checking one of the following:

_______ I hereby retain my right to review this recommendation.
_______ I hereby waive my right to review this recommendation.

Applicant signature _______________________________________________________ Date _____________

To the Reference:
This student is applying for a Hiatt Career Center World-of-Work (WOW) internship funding program at Brandeis University. The program encourages students to explore careers by eliminating financial barriers that may preclude them from taking an unpaid summer experience. Selection is based on the students’ readiness to undertake their internships, the goals they have identified, and the internship sites’ relevance to their current and future interests. The program committee values qualities such as responsibility, flexibility, curiosity, motivation, initiative, field interest, and maturity.

You may also submit your responses to this form online at: http://www.surveymonkey.com/s/HLRRTFM

The Hiatt Career Center thanks you for your support.

Reference Information

Name ____________________________________________________________________________________

Organization _________________________________________ Position ______________________________

Phone ________________________________________ Email ______________________________________

How long have you known the applicant? _______________________________________________________

Relationship to the applicant? ________________________________________________________________
Please evaluate the candidate on each of the following characteristics relative to other students/employees you have known.  
1 = outstanding, 2 = more than satisfactory, 3 = satisfactory, 4 = less than satisfactory, 5 = unsatisfactory

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<th>Characteristic</th>
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<th>2</th>
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<th>5</th>
<th>Unable to Evaluate</th>
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<td>Responsible</td>
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<td>Self-motivated</td>
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<td>Mature</td>
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<td>Positive attitude</td>
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<td>Leadership</td>
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Please provide any comments on or examples of your experience with the applicant that would give the selection committee an understanding of the above mentioned qualities or others that you have observed in your interactions with the student. If appropriate, include any information on the applicant’s interest and/or experience in the proposed internship career field. Feel free to put these comments on a separate page if you prefer and include it with this sheet.

I recommend this applicant (circle one):

1 (enthusiastically)  2 (highly)  3 (moderately)  4 (minimally)  5 (not at all)

Signature _______________________________________________________ Date _____________________

Please return this form in a sealed and signed envelope to the student.

The student must deliver the full application materials, including your letter, as one packet. The application deadline is by 12:00 noon on March 29, 2016.