## Professional Recommendation Form

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| **Date** | Click here to enter a date. |
| **Name of Applicant** | Enter student name. |
| **Your Name** | Enter Instructor name. |
| **Email** | **Telephone** Enter telephone. |
| **Relation to Applicant.** Click here to enter text. | |

**From:** Andrew C. Rempt, Learning Assistance Services Faculty Coordinator

**To:** Recommending individual

Learning Assistance Services asks for personal recommendations for tutor applications to speak to the applicant’s traits. We look for applicants with high emotional intelligence, character, and dependability.

Tutors play a crucial role in student success, so please be thorough in completing this form.

On completion, please email this form as an attachment to [SWCTutorApplications@swccd.edu](mailto:SWCTutorApplications@swccd.edu).

I am available at (619) 421-6700 (6579) and via email at [arempt@swccd.edu](mailto:arempt@swccd.edu) should you have any questions or concerns.

Thank you for your assistance and continued support.

**Course(s) and level(s) recommended for tutoring:** Click here to enter text.

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| **How has the applicant demonstrated leadership? (helping others, taking initiative, asking questions)** Enter comments. |
| **What in particular would make the applicant a good tutor? (understanding of concepts, clarity, etc.)** Enter comments. |
| **How would you describe the applicant’s interpersonal skills? (How do they communicate with other students in the class?)** Enter comments. |

**Please evaluate the applicant on a scale of 1 to 5: 1, not at all; 2, somewhat; 3, average; 4, good; 5, absolutely.**

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| Follows directions | 1☐ 2☐ 3☐ 4☐ 5☐ |
| Gets along well with others | **1 2 3 4 5** |
| Demonstrates dependability | **1 2 3 4 5** |
| Motivates self and others | **1 2 3 4 5** |
| Demonstrates responsibility | **1 2 3 4 5** |
| Strives for excellence | **1 2 3 4 5** |
| Arrives on time and completes tasks on time | **1 2 3 4 5** |
| Respects others | **1 2 3 4 5** |
| Practices inclusion | **1 2 3 4 5** |
| Demonstrates integrity and honesty | **1 2 3 4 5** |
| Respects self | **1 2 3 4 5** |
| Demonstrates awareness of personal space and boundaries | **1 2 3 4 5** |

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| **Please provide additional comments about the applicant that you would like to share.** Enter comments. |

**Signature Date**