



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

LETTER OF RECOMMENDATION FORM

To All Applicants:

Kindly write your name legibly and indicate the position/s you are applying for.

Take note that two (2) Letters of Recommendations are expected from all applicants. The recommenders must know you in a professional capacity.

- For external applicants, one of the two recommenders should be an immediate superior from either your current or previous employer.
- For Ateneo employees, one of the two recommenders should come from your current immediate superior or the Office Head.

Once completed, the form must be sent via e-mail to the Office of the Human Resource Management and Organization Development at workforce.hrmod@ateneo.edu and/or the HR representative who emailed your recommender. The Office of Human Resource Management and Organization Development reserves the right to contact the person making the recommendation to confirm or verify information.

Name of Applicant:		Date:	
Position/s Applied For:			
I agree that the recommendations I am requesting shall be held in confidence by the Office of Human Resource Management and Organization Development and I hereby waive my rights to examine it.			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Signature of Applicant:	

APPLICANTS ARE NOT ALLOWED TO WRITE BELOW THIS LINE.

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 and/or the HR representative who emailed you.

Name of Recommender:			
Institution and Position:			
Email Address:		Contact No.:	
Relation to the Applicant:		Length of Time You've Known the Applicant:	
Signature of Recommender:		Date:	

1. Place a cross (X) in the appropriate column to indicate your assessment of the applicant based on the criteria below.				
APPLICANT PROFILE	RATING			
	Below Average	Fair	Average	Excellent
Ability to Adapt to Change				
Collaboration Skills				
Communication Skills				
Competence				
Decision Making/ Judgment				
Emotional Maturity				
Integrity				
Intellectual Ability				
Interpersonal Skills				
Leadership Potential				
Quality of Work				
Resourcefulness/ Initiative				
Work Ethics				
Intellectual Ability				
2. What would you consider to be the applicant's strengths when s/he worked for you?				
3. What would you consider to be the applicant's areas for growth when s/he worked for you?				
4. Describe how the candidate works in a team. What impact has the candidate made on his/her teammates?				
5. Describe a time when the candidate had to deal with change. How did he/she go about it?				
6. Has the applicant worked with minors during the course of his/her engagement? If yes, what was the nature of the engagement? (e.g. teaching, tutoring)				

7. Has the applicant been a subject of any disciplinary action? If yes, please give details.
8. Other comments that may be of value to our assessment.
9. Would you recommend the applicant for the position? <input type="checkbox"/> Strongly Recommended <input type="checkbox"/> Recommended <input type="checkbox"/> Recommended with Reservation <input type="checkbox"/> Not Recommended