

Teacher Recommendation for HR News Team 2007

Student name: _____ Teacher name: _____

This student has applied for a position on the HR News Team. Please rank him/her on the following scale by circling those characteristics that you believe apply. Any other comments that will help evaluate his/her ability and dependability are appreciated. Please return this form **directly to Sara Martin or place it in her mailbox.**

I. Ability

5. Possesses a high degree of intelligence and/or creativity is observant and inquisitive. Has exceptional writing and/or artistic skills. Is an avid reader. Evaluate facts, argument and persons critically. Converses easily with adults and students.
4. Demonstrates good writing skills and a large vocabulary. Grasps concepts quickly and easily.
3. Possesses an average ability level but has a desire to learn and do well in school. Make acceptable grades.
2. Does not see or understand cause/effect relationships. Often does not understand simple assignments or material.
1. Does not have a clue.

II. Initiative

5. Actively seeks work that will contribute to class.
4. Volunteers for assignments when needed and/or uses own resources to fulfill duties.
3. Accepts assignments when they are made and follows instructions adequately.
2. Consistently needs direction and is casual about carrying them out.
1. Shows no ability or willingness to discern what is needed in class or figure out ways to contribute.

III. Performance

5. Consistently does superior work-on time or early. Happy to re-work to achieve perfection.
4. Work is usually very good or excellent and meets deadlines. Will re-do if asked.
3. Work is fairly good, but insufficient in quality or quantity.
2. Work is often late. Reluctant to put forth effort.
1. Does not do work.

IV. Cooperation

5. Cooperates at all times with other students and teachers, showing maturity in all relationships.
4. Consistently cooperative with teachers and students.
3. Gets along adequately with most persons most of the time, but has difficulty in some relationships or in special circumstances.
2. Frequently uncooperative. Hard to get along with, requires special treatment.
1. A troublemaker; presence is definitely detrimental to the learning environment.

V. Responsibility

5. Dependable and trustworthy at all times in all situations. Demonstrates ability and willingness to do what needs to be done at all times.
4. Consistently dependable.
3. Inclined to take advantage at times, whether the situation involves working in class, taking care of property and equipment, obeying rules, etc.
2. Careless about meeting assignments. A goof-off and/or discipline problem.
1. Thoroughly untrustworthy most or all of the time.

VI. Additional comments, if any, are appreciated and may be written on the reverse side.

Thank you,

Sara Martin