

**(SAMPLE)**  
**TEACHER RECOMMENDATION FORM**

\_\_\_\_\_ has applied for enrollment in the \_\_\_\_\_ (Activity Name) Work-Based Learning program. Students in this program receive classroom instruction in workplace practices and procedures, and are placed in training stations where they develop skills and obtain valuable experience under supervision. The cooperation of business and industry will continue only if the students they employ have the proper attitude and interest to profit from on-the-job training toward a career objective/pathway. Using your knowledge of the student, please rate the student on the characteristics indicated.

Rate qualities by checking the proper right-hand column.	Poor	Below Average	Average	Above Average	Superior
<b>Dependability:</b> Able to work with little supervision, prompt, sincere, consistent, truthful, follows instruction					
<b>Cultural Refinement:</b> Courteous, considerate, good manners, appreciative					
<b>Leadership:</b> Aggressive, resourceful, able to inspire others					
<b>Industriousness:</b> Persistent, good work habits, makes wise use of time					
<b>Thoroughness:</b> Accurate, completes work carefully					
<b>Appearance and Grooming:</b> Clean, neat appearance, orderly, poised					
<b>Ability to Get Along With People:</b> Adaptable, friendly, tactfully, cooperative, respectable					
<b>Social Habits:</b> Good attitude, self-control, honesty, not inclined to argue or complain					
<b>Attendance:</b> Present and on time, begins work at once without delay					
<b>Mental Alertness:</b> Attentive, interested, observing, eager to learn					
<b>Academic Performance:</b> Completes assignments, follows instructions, meets deadlines, masters content					

**Employability**

If you were an employer or job supervisor, would you want this student working for you? ( ) Yes ( ) No  
 Would you be willing for this student to represent the school on the job? ( ) Yes ( ) No

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*(Evaluating Teacher)*