

Ministries of Education and Health of the Federal Democratic Republic of Ethiopia



New Innovative Medical Education Initiative 2016/17

Recommendation Letter Template

You need two recommendations. The recommendation form is to be filled one by the head of your organization and the second one by your department head/ equivalent.

Name of the Applicant: _

Date: _

Back ground profession: _

This is a confidential information please send the information you gave below, in a closed envelop with the applicant to the specific University Registrar. Applicant should submit the letter of recommendation upon registration to the registrar office of the specific University he/ she is registering.

To the registrar of _____ University.

Recommendation

1. Indicate how long you have known the applicant? _____
2. And in what capacity?

Please indicate the best rating for the specific question where you think the candidate will fit in .
Put [✓] in the appropriate box.

1.	Intellectual characteristics:	1	2	3	4	5
		Poor	Fair	Good	Very Good	Excellent
a)	How do you rate the applicant in overall intelligence?					
b)	What is your assessment of the applicant's analytical skill?					
c)	What is the applicant's ability to deal with complex matters					
d)	Does the applicant show resource fullness in dealing with problems?					
2.	Knowledge of field of study:					
a)	How do you rate the applicant's depth and breadth of knowledge in his/her major field study?					
3.	Ability to communicate:					
a)	Is the applicant an effective writer?					
b)	Does the written work submitted demonstrate a mastery of the convention of English?					
c)	To your judgment is the written material clear and well-organized?					
d)	How do you rate the applicant's ability to express her/his self orally?					
4.	Work habit and self-discipline:					
a)	To your judgment what extent is the applicant persistent, efficient and motivated?					
b)	How do you rate the capacity of the applicant to work independently in self directed manner?					
5.	Personal effectiveness and behavior:					
a)	Does the applicant possess the qualities of maturity and personal adjustment requisite for the proposed study?					

b)	To your observation how do you rate the trust and respect applicant has from fellow professionals and staff?					
c)	How do you rate the capacity of the applicant to work in team?					
d)	To your estimation what is the probability of the candidate to be able to complete the proposed field of study?					
e)	What is your prediction of the applicant's probable performance in the proposed field of study?					
f)	To your judgment how do you rate the candidate's social accountability?					
g)	Do you believe that has dysfunctional behavior that will disrupt the successful completion of the proposed study?	Yes _____ No _____				

All the Information is true to the best of my knowledge.

Name: _____

Title/ Position: _____

Organization: _____

Date: _____ **Signature :** _____