

# Employment Personal Recommendation Form

## Recommender Details:

- Full Name: \_\_\_\_\_
- Position/Title: \_\_\_\_\_
- Company/Organization: \_\_\_\_\_
- Contact Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

## Candidate Information:

- Full Name: \_\_\_\_\_
- Position Applied For: \_\_\_\_\_
- Relationship to Candidate: \_\_\_\_\_
- Duration of Relationship: \_\_\_\_\_

## Assessment (Use Checkboxes):

- Communication Skills:  
 Excellent  Good  Fair  Needs Improvement
- Work Ethic:  
 Excellent  Good  Fair  Needs Improvement
- Leadership Abilities:  
 Excellent  Good  Fair  Needs Improvement

## Strengths and Weaknesses Table:

| Area            | Strengths | Weaknesses | Comments |
|-----------------|-----------|------------|----------|
| Professionalism |           |            |          |
| Teamwork        |           |            |          |

|                        |  |  |  |
|------------------------|--|--|--|
| <b>Problem Solving</b> |  |  |  |
| <b>Adaptability</b>    |  |  |  |

**Recommendation Summary:**

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I verify the above information is accurate and provided in good faith.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_