

Candidate Appraisal

The Florida State University Career Center • University Center • Fourth Level • Tallahassee, Florida 32306-2490

Candidate: Please Complete The Information To The Double Line • Please Type or Print Clearly

Name _____ Degree _____ Major _____

Social Security Number _____ Name of Reference _____

Instructions to Person Making Appraisal: You have been asked to provide an appraisal of this individual's competence and professional potential based upon your professional and personal knowledge. Please complete and return this form to The Career Center for inclusion in the candidate's Credentials File. This information comes under The Board of Regents' student record policy. Access will be limited to the candidate and those designated by the candidate. Please confine your comments to those behavioral attributes and factors for which you have substantiating personal knowledge. Your cooperation is appreciated.

Rating Factors	Excellent	Good	Fair	Poor	Unable To Rate
1. Appearance (grooming, mode of dress)					
2. Speech (voice control, use of English)					
3. Enthusiasm (interest, motivation, response to challenge)					
4. Willingness to accept responsibility (initiative, self-reliance)					
5. Ability to work with others (cooperation, loyalty, helpfulness)					
6. Leadership (ability to organize, manage others)					
7. Creativity (originality, resourcefulness)					
8. Quality (accuracy of reports and assignments)					
9. Reliability (attendance, punctuality in meeting commitments)					
10. Intellectual capability (scholarship, comprehension)					
11. Discipline (ability to control and manage self)					
12. Response to supervision (ability to accept and profit from suggestions)					

Summary: Please include any additional information regarding fitness for employment that you consider pertinent.

Please indicate circumstances of contact (teacher, supervisor, or other) _____

Please indicate extent of contact (daily, frequently, infrequently) _____

Signature _____ Title and Department or Position _____

Address _____ Date _____