

Communication

- 5 Communicates well with other; outgoing, positive attitude
- 4
- 3 Hesitant and sometimes uncomfortable in communicating with others
- 2
- 1 Shy, very reserved; avoids meeting and interacting with others
- NA Unable to evaluate

Quality of Performance

- 5 Requires minimum supervision and completes work accurately and on a timely basis
- 4
- 3 Requires some supervision and completes work accurately most of the time
- 2
- 1 Needs direct supervision to correct frequent errors
- NA Unable to evaluate

Personal Appearance

- 5 Displays a professional demeanor; dresses appropriately for the occasion
- 4
- 3 Generally neat and clean, somewhat more casual than preferred
- 2
- 1 Dresses inappropriately; hygiene needs improvement
- NA Unable to evaluate

Stability/Acceptance of Criticism

- 5 Tactful, even-tempered, tolerates pressure and accepts constructive criticism well
- 4
- 2 Sometimes frustrated and confused; usually accepts constructive criticism well
- 2
- 1 Has difficulty under stress; loses temper, especially when offered constructive criticism
- NA Unable to evaluate

Decision-Making Ability

- 5 Makes decisions quickly and intelligently after evaluating information
- 4
- 3 Usually makes the best decision after some thought; sometimes uncertain
- 2
- 1 Unable to set priorities; often changes mind; unsure; makes poor choices
- NA Unable to evaluate

Honesty/Integrity

- 5 Above reproach; truthful; readily admits mistakes and corrects them, or seeks help
- 4
- 3 Usually admits mistakes; generally seeks help to correct them
- 2
- 1 Hides errors or blames them on others; not trustworthy
- NA Unable to evaluate

If you were responsible for accepting/hiring this applicant, you

- 5 Would definitely
- 4 Would probably
- 2 Would with reservations
- 2 Would only as a last resort
- 1 Would not

Has the student required tutoring, had to retake exams, or otherwise had difficulty in courses?

_____ Yes _____ No N/A _____

If yes, please explain:

**NARRATIVE COMMENTS (Please state specific strengths and weaknesses that you have observed.)
(Include a letter of recommendation if you wish.)**

Name: _____

Position _____

Email address: _____

Date _____

Return to: MLS-program@uiowa.edu

Please complete and return by April 1st.