

## TEACHER RECOMMENDATION FORM

\_\_\_\_\_ has applied for enrollment in the Cooperative Education program. Students in this program receive classroom instruction in workplace practices and procedures, and are placed in training stations where they develop technical 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. 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 without supervision, prompt, sincere, consistent, truthful					
<b>Cultural Refinement:</b> Courteous, considerate, good manners, appreciative					
<b>Leadership:</b> Aggressive, forceful, resourceful, able to inspire others to act					
<b>Industriousness:</b> Persistent, good work habits, makes wise use of time					
<b>Thoroughness:</b> Accurate, completes work carefully					
<b>Personal Appearance and Grooming:</b> Clean, neat in appearance, orderly, poised					
<b>Ability to Get Along With People:</b> Adaptive, friendly, tactful, 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					

### Employability

If you were an employer or job supervisor, would you want this student working for you?

( ) Yes ( ) No

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

\*\*\* Please return to Leila Morris, Co-op Coordinator, NBCT\*\*\*