

**CAREER SERVICES**  
**MONTANA STATE UNIVERSITY-BILLINGS**  
**1500 University Drive**  
**Billings, MT 59101-0245**  
**(406) 657-2168**

**RECOMMENDATION FOR THE NEW EDUCATION CREDENTIAL FILE OF:**

Candidate's Name \_\_\_\_\_  
 (please print)

To the Writer: Under the Family Education Rights and Privacy Act, the candidate named above will have access to your recommendation **unless** the Waiver of Access to This Recommendation at the bottom section of this form is signed. If it is signed, this recommendation will be kept confidential from the candidate. **Please complete and return this recommendation directly to the Career Services Office at the address above.**

PLEASE CHECK APPROPRIATE BOX	NOT APPLICABLE	SUPERIOR	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
Ability to get along with people					
Ability to make decisions					
Ability to work without supervision					
Acceptance of all kinds of students					
Adaptive to change					
Bearing, poise, self-confidence					
Classroom management					
Commitment to accomplishment					
Consistent attendance					
Cooperativeness					
Dependability					
Effectiveness in speaking					
Effectiveness in written expression					
Flexibility					
General teaching skill					
Influence over students' attitude and behavior					
Initiative					
Knowledge of subject matter					
Leadership potential					
Organizational skills					
Positive attitude					
Probable success as a teacher					
Professional appearance and conduct					
Reaction to advice and criticism					
Skill with educational technology					

**Writer, please provide additional significant information which might be of value in rating this person. Use letterhead if desired.**

Writer's Name (print)			
Signature		Phone	
Organization		Title	
Address		City/State/Zip	
<b>CANDIDATE'S WAIVER OF ACCESS TO THIS RECOMMENDATION</b>			
I waive my right of inspection and wish this recommendation to be confidential.			
(Signature) _____			Date _____