

UHM MLISc Applicant Recommendation Form



University of Hawai'i at Mānoa

Library and Information Science Program

School of Communication and Information

2550 McCarthy Mall • Hamilton Library • Honolulu, Hawaii 96822 • LISinfo@hawaii.edu

INSTRUCTIONS FOR THE APPLICANT



If mailing, include a stamped envelope addressed to the LIS Program as a courtesy to those providing your recommendation and instruct them to return the completed form directly to the LIS Program via email, post, or fax.

Under provisions of the Family Educational Rights and Privacy Act of 1974 (P. L. 93-380), a student has access to all files pertaining to the student with the exception of those documents to which the right of access has been waived.

- I waive my right to examine the following letter of recommendation
- I do not waive my right to examine the following letter of recommendation

Applicant's name (print or type) _____

Applicant's signature _____ Date _____

Applicant's email _____

INSTRUCTIONS FOR THOSE WRITING LETTERS OF RECOMMENDATION



Thank you for taking the time to review honestly a candidate for our Master of Library & Information Science Program.

The applicant named above has asked you to serve as a reference to the degree program indicated.

- ❖ The Admissions Committee is grateful for your considered opinion of the applicant as a graduate student in the Library & Information Science Program. The Admissions Committee is interested in the applicant's academic performance and potential as an information professional. Students in the LIS Program prepare for careers in academic, public, special, school libraries, information centers, and archives.
- ❖ Candor in your comments is essential for fairness to both parties.
- ❖ Do not make statements that would indicate the applicant's race, creed, or national origin.
- ❖ The reverse side of this form is designed to provide a quick way for you to assess the applicant's overall potential for study in the Library and Information Science field.

APPLICANT RATING

In comparison with other individuals at the same stage in their academic or professional career, please rate the applicant on the following characteristics:

	Excellent	Good	Average	Below Average	Can't Assess
Academic Preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Work with Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Work Independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Conduct Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Would you want to hire or work with this candidate	<input type="checkbox"/> Yes	<input type="checkbox"/> Likely	<input type="checkbox"/> Unsure	<input type="checkbox"/> Unlikely	<input type="checkbox"/> No
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Please comment on the above rating of this candidate's qualifications and potential for graduate study in the field of library and information science. You are welcome to provide more detailed information on an additional page.

How long have you known this applicant? _____

In what capacity? _____

Overall Assessment (please check only one)

- This is a candidate of exceptional achievement and/or ability; I recommend without reservation.
- I recommend that the applicant be admitted to the Program.
- I recommend with some reservations that the applicant be admitted to the Program.
- I do not recommend that the applicant be admitted to the Program.

Signature	Date
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Name: _____

Position/Title: _____

Address: _____

Telephone: _____ Email: _____

Thank you for taking the time to provide this information
Telephone: (808) 956-7321 • Email: LISinfo@hawaii.edu