



Letter of Recommendation Form

The following student has applied for scholarships at one of the University of Hawaii campuses. You are receiving this email because the student entered your name and email address into their application. As part of the application process, the student is required to submit a recommendation. Please take a moment to complete the following on-line recommendation.

Recommendations for regular UH System Common Scholarship Applicants are due by 4:00 pm (HST) March 8, 2024.

Contact Information

Your name	██████
The Student's name	██████████
The Student's email address	████████████████████
Application(s) being considered	Letters of Recommendation Form
Due date	<u>3/8/2024 4:00:00 PM</u> ⓘ

If you do NOT wish to complete this letter of recommendation...

 [Click here to decline.](#)

Please answer these questions:

Place of employment, title and phone number in the event we need to reach you with regard to this recommendation:

In **what capacity** and for **how long** have you known the **applicant**?

Provide any **additional comments** you may wish to make concerning the **applicant**.

Attach Your Recommendation (*Optional*)

If you'd like to include a pdf or word doc letter, please upload and attach your document.

Step 1: Choose the file you wish to upload.

No file selected.

Step 2: **Once you have selected a file**, click the **Upload File** button.

Please rank the applicant on the following criteria and provide **details** to support your ranking:

- | | | | | | |
|---|-----------------------------------|-------------------------------------|-------------------------------|---|--|
| Academic Progress or Personal Achievement | <input type="radio"/> Exceptional | <input type="radio"/> Above Average | <input type="radio"/> Average | <input type="radio"/> Needs improvement | <input type="radio"/> Unable to Answer |
| Motivation | <input type="radio"/> Exceptional | <input type="radio"/> Above Average | <input type="radio"/> Average | <input type="radio"/> Needs improvement | <input type="radio"/> Unable to Answer |
| Attendance/Dependability | <input type="radio"/> Exceptional | <input type="radio"/> Above Average | <input type="radio"/> Average | <input type="radio"/> Needs improvement | <input type="radio"/> Unable to Answer |

Communication Skills	<input type="radio"/> Exceptional	<input type="radio"/> Above Average	<input type="radio"/> Average	<input type="radio"/> Needs improvement	<input type="radio"/> Unable to Answer
Attitude/Cooperation	<input type="radio"/> Exceptional	<input type="radio"/> Above Average	<input type="radio"/> Average	<input type="radio"/> Needs improvement	<input type="radio"/> Unable to Answer
Leadership	<input type="radio"/> Exceptional	<input type="radio"/> Above Average	<input type="radio"/> Average	<input type="radio"/> Needs improvement	<input type="radio"/> Unable to Answer
Work Habits/Organizational Skills	<input type="radio"/> Exceptional	<input type="radio"/> Above Average	<input type="radio"/> Average	<input type="radio"/> Needs improvement	<input type="radio"/> Unable to Answer
Potential for Success	<input type="radio"/> Exceptional	<input type="radio"/> Above Average	<input type="radio"/> Average	<input type="radio"/> Needs improvement	<input type="radio"/> Unable to Answer


Summary Evaluation

Given your knowledge of the candidate and their capabilities, please indicate your overall evaluation.

- Highly recommended
- Recommended
- Recommended but with reservations
- Not recommended

Details:

When you are ready...

 Important Note: By submitting this information, you attest that you are [REDACTED], that your answers above are true to the best of your knowledge, and that you completed this reference in good faith for the student [REDACTED]. If you have any questions or concerns, please contact our office.

Save Progress

Save your response to continue working later

 Submit Recommendation

or submit your response now.