**Applicant’s Name** Click or tap here to enter text. **Applicant’s E-mail** Click or tap here to enter text.

**Recommender Information**

**Your** **First Name** Click or tap here to enter text. **Your Last Name** Click or tap here to enter text.

**Current Employer/Organization** Click or tap here to enter text.

**Current Job Title** Click or tap here to enter text.

**Phone** Click or tap here to enter text. **E-mail** Click or tap here to enter text.

**Context of Relationship to Applicant (check one):**

Current or Previous Employer  University/Academic

Current or Previous Co-worker  Pastoral/Church

Extracurricular/Community  Other (explain) Click or tap here to enter text.

**How long have you known the applicant?**

Less than 1 year  1-3 years  4-6 years  7-10 years

More than 10 years

**Applicant Qualities**

Based on your professional experience, how do you rate this candidate compared to her/his peer group?

(Please choose one from the drop down menu below)

Choose an item from this drop down.

May we contact you regarding this applicant?

Yes

No

Overall, I …

(Please choose one from the drop down menu below)

Choose an item from this drop down.

**Please answer the following questions and provide specific examples where possible.**

**Please provide a brief description of your interaction with the applicant, and, if applicable, the applicant’s role in your organization.**

**How does the performance of the applicant compare to that of other well-qualified individuals in similar roles? (ie: What are the applicant’s principal strengths?)**

**Describe the most important piece of constructive feedback you have given the applicant. Please detail the circumstances and the applicant’s response.**

**Is there anything else you would like us to know?**

*Thank you for completing this recommendation form.*

*By asking you to complete this recommendation, the applicant has waived the right to review this confidential document. This form becomes property of the University, and will under no circumstances be released to the applicant or any other party.*

*Please save this document and e-mail your complete recommendation to* [*onlineverification@hbu.edu*](mailto:onlineverification@hbu.edu) *or print and mail to:*

Houston Baptist University

Attn: Online Verification

7502 Fondren Rd.

Houston, TX 77074