



## **Notes for Completing the Faculty Recommendation Form**

**Dartmouth Faculty, Staff, Prior Work or Internship Supervisor** can fill out the online recommendation form found at the following link: <https://form.jotform.com/71154310259954>

This recommendation must be submitted by the application deadline in order for the applicant's materials to be considered complete.

Some recommenders have found it helpful to complete the recommendation offline on a Word document and paste sections of it into the online form. On the online form, you will be asked to respond to the following prompts:

- Which Rockefeller Center program is the applicant applying for?
- How long and under what circumstances have you known the applicant?
- Based on your interactions and experiences, please rate the applicant with respect to the following attributes: (scale of poor to excellent, N/A)
  - Dependability
  - Ability to work with others
  - Initiative
  - Flexibility
  - Maturity
  - Thoroughness and completeness of work
  - Professionalism (appearance, demeanor, etc.)
- Please provide 1-2 specific example(s) that you have observed concerning any of the above attributes.
- Please provide any additional comments about this applicant you think relevant to their application.