

**COVENANT CHRISTIAN MINISTRIES'
EMPLOYEE - PROFESSIONAL RECOMMENDATION**

0 1 2 3 4 5 6 7 8 9 10
Resistant Tolerant Open Interacts

4. Communication - Evaluate the applicant's ability to present thoughts orally with logic and clarity.

0 1 2 3 4 5 6 7 8 9 10
Unable Attempts Clear/Logical Eloquent

5. Communication - Evaluate the applicant's ability to write succinctly and in a systematic form.

0 1 2 3 4 5 6 7 8 9 10
Unable Attempts Clear/Logical Articulate

6. Initiative - Evaluate the applicant's ability to work independently.

0 1 2 3 4 5 6 7 8 9 10
Lax Adequate Dependable Assertive

7. Leadership - Evaluate the applicant's leadership quality.

0 1 2 3 4 5 6 7 8 9 10
Never leads Fair Good Excellent

8. Cooperation - Evaluate the applicant's ability to work with others.

0 1 2 3 4 5 6 7 8 9 10
Unwilling Indifferent Usually willing Outstanding

9. Social acceptance - How does the applicant's personality affect others?

0 1 2 3 4 5 6 7 8 9 10
Tolerated Accepted Well-liked Sought after

10. Describe applicant's outstanding and positive personal traits that distinguish him or her from other individuals. _____

11. What personal attributes need further development? _____

12. What is your opinion of the candidate's personal ability and qualification to fulfill the job requirements of the position applied for? (Please comment on overall maturity and emotional stability.)

How do you rate this person in the following areas?

Please mark the box with a \surd or x	Excellent	Above	Average	Below	No chance to
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RETURN TO:

COVENANT CHRISTIAN MINISTRIES

* Attn.: Personnel Office * P. O. Box 4065 * Marietta, GA 30061
Telephone: (770) 919-0022 * Fax: (770) 919-2098

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		average		Average	observe
Reliability	dependability, responsibility				
Maturity to	personal development, ability to cope with life situations				
Emotional stability	poise, mood stability				
Christian commitment	genuineness and depth of commitment				
Judgment	ability to analyze a problem				
Oral expression	clarity, coherence				
Interpersonal relations	cooperation, attitudes toward supervision				
Empathy others	sensitivity to the needs of others				
Leadership	competence, self-confidence				
Personal appearance	cleanliness, grooming				
Work habits	perseverance, resourcefulness, initiative				
Integrity	rapport, reaction to stress, honesty, moral character				

13. To your knowledge, does the applicant smoke, drink, or use illegal drugs? Yes No

14. Does the applicant have personality traits that impair his/her relationship with others? Yes No

15. Please share any other information you may have about the applicant that would help us in our evaluation. (Comment on honesty, integrity, concern for people, and general moral character.)

16. On the basis of the above, the applicant is:

Strongly recommended Recommended Recommended with some reservation Not recommended

Signature: _____ Date _____

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