



## Supervisor Recommendation Form

---

Dear (Supervisor Reference) :

We are in the process of considering \_\_\_\_ (Applicant) \_\_\_\_ for a position with our school. We understand he/she was a former employee of yours. We would deeply appreciate your response and input with regard to the following questions concerning this individual. Use a separate sheet as necessary.:

- 1) How long was this person in your employ, and in what position?
- 2) Did you enjoy working with this person?
- 3) Would you please provide both positive and negative comments on this person regarding his/her job performance, as well as anything else which you feel we should know?
- 4) Why did this person leave your employment?
- 5) Would you rehire this person?
- 6) On a scale of 1-10, with 10 being the highest and 1 being the lowest, please rate your satisfaction level with this person's job performance and why.



## Supervisor Recommendation Form

The following list of personal qualities is designed to help us better understand the applicant from your point of view. Circle the number that indicates where the applicant ranks in your estimation. If you have had no opportunity to evaluate certain qualities, leave the block blank. **One represents a very low rating and ten represents a very high rating.**

<p>15) <b>APPEARANCE:</b> Dresses appropriately. The applicant does not wear revealing clothing and is neat and well-groomed.</p> <p><b>1 2 3 4 5 6 7 8 9 10</b></p>	<p>21) <b>CHRISTIAN LIFE:</b> Is responsible for his/her own personal convictions. Has maintained a good Christian witness in front of co-workers.</p> <p><b>1 2 3 4 5 6 7 8 9 10</b></p>
<p>16) <b>COOPERATION:</b> Works well with others. Is willing to participate in group encounters and bears his/her part of the responsibility in group activities.</p> <p><b>1 2 3 4 5 6 7 8 9 10</b></p>	<p>22) <b>EMOTIONAL STABILITY:</b> Is not given to depression or easily moved to anger. Shows good self-control.</p> <p><b>1 2 3 4 5 6 7 8 9 10</b></p>
<p>17) <b>LIFE OUTLOOK:</b> Is optimistic, but has a quality of realism. The applicant does not tend toward pessimism, and can adequately handle personal problems.</p> <p><b>1 2 3 4 5 6 7 8 9 10</b></p>	<p>23) <b>RELIABILITY:</b> Is honest and trustworthy, fulfills personal obligations without pressure, completes responsibility without prodding.</p> <p><b>1 2 3 4 5 6 7 8 9 10</b></p>
<p>18) <b>SOCIAL ATTITUDE:</b> Is well-liked by others and has acceptable social relationships with members of both sexes. Appears poised and at ease with people of all ages.</p> <p><b>1 2 3 4 5 6 7 8 9 10</b></p>	<p>24) <b>PHYSICAL CONDITIONS:</b> Is not extremely overweight and has good physical stamina. Is able to maintain an active normal life with no abnormal illnesses observed.</p> <p><b>1 2 3 4 5 6 7 8 9 10</b></p>
<p>19) <b>ADAPTABILITY:</b> Is able to cope with change and is not rigid in outlook. Is understanding of others even when not in full agreement with them.</p> <p><b>1 2 3 4 5 6 7 8 9 10</b></p>	<p>25) <b>FINANCIAL HABITS:</b> Pays bills and meets financial obligations on time, is careful not to overspend and lives within budget limitations:</p> <p><b>1 2 3 4 5 6 7 8 9 10</b></p>
<p>20) <b>MENTAL ABILITIES:</b> Is an alert, responsive person. Creatively meets new challenges and opportunities.</p> <p><b>1 2 3 4 5 6 7 8 9 10</b></p>	<p>26) <b>LEADERSHIP:</b> Is a capable leader, but also has respect for the leadership of others. Displays a good ability to lead others.</p> <p><b>1 2 3 4 5 6 7 8 9 10</b></p>

27) **SUMMARY:** How do you rate the applicant's promise for missionary service in his/her field? Check one:

- Exceptional   
  Superior   
  Good   
  Average   
  Below Average   
  Should not go

Signature/Name

Date

E-mail Address

Phone



**Christian  
Academy**  
*of Guatemala*

## Supervisor Recommendation Form

---

Please return this application to: [cagrecruit@christacadquate.org](mailto:cagrecruit@christacadquate.org)

---

USA Address: Section 4347, P.O. Box 02-5289, Miami, FL 33102  
GUA Address: 8a Avenida, 09-60, Sector A-10, Santa Barbara,  
Zona 8 de Mixco, San Cristobal, Guatemala

Phone: 1 (786) 899-5635  
Phone: (502) 2245-9090