



Recommendation Form

INSTRUCTIONS TO THE APPLICANT: Recommendation forms must be submitted either using the online recommendation system (preferred) or via email to ssw.recommendations@umich.edu directly from the recommender. To use the online system, applicants must provide a correct and valid email address for each recommender on the Letters of Recommendation page of the MSW or MSIL Online Application; indicate "yes" to the question, "Use online recommendation system?"; and click the "Submit Requests for Recommendations" button.

Sign below only if you are waiving access as specified.

Under the provisions of the Family and Educational Rights and Privacy Act (FERPA), and applicable state law, you (if admitted and enrolled) will have access to the recommendation and any supporting recommendation letter from the recommender below unless you waive such access.

I hereby waive my right of access to the information contained in this recommendation, including any supporting letter of recommendation.

☐ Signature of Applicant (check to sign)

_____ **Date**

IF THERE IS NO SIGNATURE ABOVE, THIS RECOMMENDATION WILL BE TREATED AS NON-CONFIDENTIAL.

Applicant's Full Legal Name

Recommender's Full Name

Applicant's Email Address

INSTRUCTIONS TO RECOMMENDER: The person named above is seeking admission to the Master of Social Work (MSW) and/or Master of Arts in Social Impact Leadership (MSIL) program at the University of Michigan. Individuals who are accepted must be able to fulfill the intellectual requirements of the school and should possess personal qualifications essential to professional practice in social work, for MSW applicants, or Social Impact Leadership, for MSIL applicants. We greatly appreciate your assistance in our evaluation of this candidate. Please submit this completed form and any accompanying letter(s). Submitting accompanying letters along with your completed evaluation form is highly encouraged. If the applicant is applying for both programs, the letter should include detailed information about the applicant's fit for both the MSW and MSIL. Should you wish to submit a pdf in lieu of using the online recommendation system, directly email the completed form and any accompanying letter(s) to ssw.recommendations@umich.edu. Your email address must exactly match the email address listed on the applicant's MSW or MSIL application.

1. How long have you known the applicant? _____
2. In what capacities have you known the applicant?
☐ Professor ☐ Research Supervisor ☐ Academic Advisor ☐ Supervisor of Human Service Experience ☐ Field Instructor
☐ Personal (ex. work colleague, supervisor of non-human service position, friend/acquaintance) ☐ Other
3. Please indicate your evaluation of this applicant's ability and professional competence by selecting the appropriate column for each characteristic. We recognize that applicants have both areas of strength and areas of continued growth. Your scores should be based on the behaviors you have seen the applicant **most consistently** exhibit.

Rate the applicant on a scale of 1 to 4 following the descriptions below.

- 1) **Excellent**-Exemplifies exceptional characteristics in this evaluation category.
 - 2) **Good**-Illustrates strong, but not exceptional characteristics, recommender may have limited reservations, but redeeming features outweigh the reservations.
 - 3) **Adequate**-Recommender has some concerns about the overall characteristic strength in category.
 - 4) **Inadequate**-Serious deficits related to/observed in category
- **No Basis for Judgement**

Characteristic	4 - Inadequate	3 - Adequate	2 - Good	1 - Excellent	No Basis for Judgment
Ability in Written Communication					
Ability to Accept and Incorporate Feedback					
Ability to Seek Appropriate Help When Challenges Arise					
Ability to Use Verbal/Nonverbal Communication Skills					
Ability to Work Independently					
Ability to Work with People					
Concern for the Well-being of Others					
Integrity					
Knowledge and Motivation for Chosen Field					
Maintains Respectful Relationships with Peers					
Timeliness in Their Work and Responses					

4. Please indicate the strength of your overall recommendation:

Enthusiastically Recommended - candidate is likely to achieve on the highest level in the MSW or MSIL program.

Recommended - candidate is likely to be a successful MSW or MSIL student.

Recommended with Reservations as Noted Below - candidate could be successful in the MSW or MSIL program with significant academic and/or professional support.

Not Recommended - candidate is unlikely to be successful in the MSW or MSIL program.

5. The School values receiving comprehensive evaluations that help assess an applicant's potential for success in graduate social work or social impact leadership education and future professional practice. We encourage recommenders to provide comments in the section below and/or via a separate letter, highlighting significant actions, accomplishments, and personal qualities related to success in scholarly achievement and/or professional contexts. Detailed narratives are preferred over brief comments and general praises (i.e., several paragraphs over one or two sentences).

The most effective recommendations come from individuals who know the applicant well and can objectively compare them to their academic/professional peers. Insights into the applicant's character that emphasize specific skills like readiness for professional social work or social impact leadership education and practice, communication skills, growth potential, as well as any obstacles they have overcome (e.g. economic or social challenges), are particularly valuable. Providing academic and professional support is a core aspect of U-M School of Social Work education. As such, it is most helpful for recommenders to honestly address both the applicant's strengths and areas of needed support.

RECOMMENDER INFORMATION

Full Name of Recommender: _____

Title: _____

Business Name/Dept: _____

Business Address: _____

Business Phone: _____ Email Address: _____

Are you a University of Michigan Alumnus/a? ☐ YES ☐ NO If yes, degree rec'd: _____

Do you have an MSW? ☐ YES ☐ NO If yes, year rec'd: _____ College/University: _____

Do you have an advanced degree? ☐ YES ☐ NO If yes, year rec'd: _____ College/University: _____

If yes, what is your highest advanced degree? _____

Signature of Recommender (check to sign)

Date: _____

Thank you!