Faculty Recommendation Form

A recommendation from a faculty member in your major is encouraged as a part of the hireCalhoun system. This faculty recommendation may be shared with prospective employers.

To Be Completed By Student

Name_________________________________________________     Major____________________________
Dates attended CCC______________________________________    Email or Phone____________________________
Signature*_________________________________________________________    Date_________________________

* By using this form, you are giving the faculty permission to submit this to the Career services department in turn will share this with companies that may consider you for a position.

To Be Completed By Faculty

HireCalhoun is a system that allows students to view and apply for jobs, RSVP for career events, contact career services, and utilize the resume builder. The program requires faculty participation. Your support is key to developing a strong hireCalhoun program.

Please print

Faculty name_______________________________Dept. ____________________________Campus ext.________________
Email address___________________________________________

List courses and semester/year in which the applicant has been your student:

__________________________________________________________________________

Course #: Semester/Year   Course #: Semester/Year   Course #: Semester/Year

Please rate the student on characteristics below on a scale of 1-5. Use NA if you are unable to assess any item.

1 - Improvement required   2 - Satisfactory   3 - Average   4 - Superior   5 - Exceptional

______Ability to learn   ______Ability to follow directions   ______Attitude
______Dependability   ______Relations with others   ______Maturity
______Quality of work   ______Quantity of work   ______Initiative
______Verbal communication skills   ______Written communication skills

State your overall evaluation of this student and their potential Career services hireCalhoun program:

Strongly recommend   ______ Recommend   ______
Recommend with reservations   ______ Do not recommend   ______

Faculty Signature: ___________________________________________    Date: ______________________________

Please return this form to the student or send to Career Services in campus mail