



Using the chart below, please rank the applicant to other students or employees that you have known in a similar capacity.

Ability/Trait	Not Observed	Weak (Lower than 50%)	Fair (Top 50%)	Good (Top 25%)	Outstanding (Top 2%)
Ability to complete tasks on schedule					
Ability to work with others					
Maturity					
Self-confidence					
Oral communication skills					
Written communication skills					
Analitical and problem solving skills					
Sensitivity to ethical issues					
Sound ethical judgement					

Please provide a frank assessment of the applicant on the below or in a separate letter on your letterhead. The Admissions Committee seeks your opinion regarding the applicant's character, personality and your judgement of his/her ability to complete studies at the graduate level. A candid description of the applicant's strengths and weaknesses is most helpful.

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**NARRATIVE:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE SEAL THE ENVELOPE, WRITE YOUR SIGNATURE ACROSS THE FLAP AND RETURN TO:  
ADMISSIONS COORDINATOR, UNION GRADUATE COLLEGE, 80 NOTT TERRACE, SCHENECTADY, NY 12308**