

**Recommendation Letter for Supervisor and Colleague for the Recommendation Exam**

**Instructions for Filling Out the Form:**

1. The Admissions Committee thanks you for your evaluation and opinion on the applicant. We will carefully assess the applicant based on your honest feedback.
2. This information is confidential; please do not hand it to the candidate.
3. This recommendation letter is an important document for the application for the recommendation exam. Therefore, please sign it personally and send it by email to [admissions@ces.edu.tw](mailto:admissions@ces.edu.tw) (subject: Recommendation Letter—Applicant ○○○) or by registered mail or express delivery to: Admissions Committee, China Evangelical Graduate School of Theology, No. 53, Chang’an Street, Bade District, Taoyuan City 33465, Taiwan before November 30, 2024.

|  |  |  |  |
| --- | --- | --- | --- |
| To be filled out by the applicant (gray parts): | | | |
| Applicant's Name: (Chinese) (English) | | | |
| Gender | □Male  □Female | Contact Phone Number: | Application Number: |
| Department Applied for | | Graduate School of Theology  □ Division of Theology  □ Division of Pastoral Ministry | Graduate School of Mission and Pastoral Studies  □ Division of Counseling  □ Division of Cross-Cultural Studies |

|  |  |  |
| --- | --- | --- |
| To be filled out by the recommender: | | |
| Recommender's Name |  | Gender: □ Male　□ Female |
| Email |  | Mobile Phone |
| Institution Name |  | Job Title |
| Familiarity with the Applicant | □ Very familiar □ Familiar □ Average □ Not very familiar Years known the applicant: | |
| Relationship with the Applicant | □ Direct Supervisor □ Indirect Supervisor □ Colleague  □ Other: | |

The actual condition of the applicant: Please evaluate the following items for the applicant. On the back of the recommendation letter, specifically explain any items marked as "poor" or "very poor." Additionally, feel free to provide explanations for other items as well.

**Evaluation Items:**

**Personal information：**

| **Criteria** | **Excellent** | **Good** | **Fair** | **Poor** | **Not Known** |
| --- | --- | --- | --- | --- | --- |
| Personal Grooming |  |  |  |  |  |
| Self-discipline |  |  |  |  |  |
| Emotional Stability |  |  |  |  |  |
| Cooperation |  |  |  |  |  |
| Judgement Ability |  |  |  |  |  |
| Responsibility |  |  |  |  |  |
| Diligence |  |  |  |  |  |
| Attitude to Elders |  |  |  |  |  |

**Supplementary Explanation:**

**Family:**

| **Criteria** | **Excellent** | **Good** | **Fair** | **Poor** | **Not Known** |
| --- | --- | --- | --- | --- | --- |
| Relationship with Parents |  |  |  |  |  |
| Relationship with Spouse |  |  |  |  |  |
| Relationship with Children |  |  |  |  |  |

**Supplementary Explanation:**

**Workplace:**

| **Criteria** | **Excellent** | **Good** | **Fair** | **Poor** | **Not Known** |
| --- | --- | --- | --- | --- | --- |
| Teamwork |  |  |  |  |  |
| Integrity |  |  |  |  |  |
| Communication |  |  |  |  |  |
| Professional Ability |  |  |  |  |  |
| Work Performance |  |  |  |  |  |
| Management Ability |  |  |  |  |  |
| Relationship with Peers |  |  |  |  |  |
| Interaction with Supervisors |  |  |  |  |  |

**Supplementary Explanation:**

**Ethics:**

|  |  |  |  |
| --- | --- | --- | --- |
| Is there any improper relationship with the opposite sex? | □ No | □ Yes, please explain in the remarks. | □ Not Known |
| Any dishonest behavior in handling finances? | □ No | □ Yes, please explain in the remarks. | □ Not Known |
| Is there any double-tongued speech? | □ No | □ Yes, please explain in the remarks. | □ Not Known |

**Remarks:**

1. **Based on your observation, in which aspects does the applicant need to grow? Please explain:**
2. **According to your familiarity with the applicant, what are the applicant's strengths? Please give examples:**
3. **Based on your observation, how is the relationship between the applicant and their supervisor or colleagues? Please explain:**
4. **According to your observation, how professional is the applicant in the workplace? Please explain:**
5. **According to your observation, how is the applicant's team spirit in the workplace? Please give examples:**

**Overall Assessment and Recommendation:**

Based on your familiarity and overall assessment of the applicant, please check:

□ Strongly Recommend □ Recommend □ Recommend with Reservation □ Do Not Recommend

**Recommender's Signature: Date:**