Prof Caine's Recommendation Letter Request Form (With Fall Cutoff Dates)

The purpose of this form is to help Prof Caine decide if he will submit recommendation letters for you. Note that Prof Caine submits recommendation letters for only a few students per year. **Completing this form does not promise you a recommendation letter.**

Appendix A is one school’s actual recommender form. Recommenders must know your teamwork, helpfulness, communication skills, career interests, strengths, weaknesses, personality traits, and other "non-course-grade" factors. Transcripts and standardized testing tell graduate schools all they want to know about courses taken, grades earned, ranking, etc.

After reviewing this form, Prof Caine may require additional information, a meeting, and/or a phone call with you before deciding if he will submit recommendation letters for you.

Your name: ___________________________ Your email/phone: ___________________________

When you took M172A/M175: _________ Your course grade: _________ Your GPA: _________

Timing: November 10 - Last day to submit this completed form (and attachments) to Prof Caine. November 20 - Prof Caine will let you know "yes" or "no". If "yes", you will receive more forms/templates that must be completed. November 30 - Final date for submitting completed forms/templates to Prof Caine. Late December - Prof Caine will finish submitting recommendation letters.

1. Have you spoken to Prof Caine enough for him to complete **ALL of Appendix A**? _________
   (If your answer is "no", you should not waste time submitting this form.)

2. While taking Math 172A / Math 175:
   What made you stand out (other than your course grade) that Prof Caine should remember?

   What did you discuss with Prof Caine (other than homework and lectures)? How often?

2. Your target schools/programs:

<table>
<thead>
<tr>
<th>School Name</th>
<th>Program/Major</th>
<th>Why is this particular school/program on your list? What makes you a good fit? *</th>
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</thead>
<tbody>
<tr>
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<td>4.</td>
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<td>5.</td>
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</table>

* Your answers must be school-specific (not the same for each school).
3. List your computer software/programming knowledge, abilities and skills:

<table>
<thead>
<tr>
<th>Software/language</th>
<th>Skill level (scale of 10 expert to 1 weak)</th>
<th>How did you learn this? (course number, self-study, job internship, etc.)</th>
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4. How do you think you are different than others that Prof Caine will write recommendations for?

________________________________________________________________________

5. Please answer the following questions that schools commonly ask recommenders:

a. In what area is the candidate most exceptional?

________________________________________________________________________

b. In what area does the candidate need the most improvement?

________________________________________________________________________

c. What are the candidate's specific goals for graduate study?

________________________________________________________________________

d. What are examples of the candidate's effectiveness in working with others?

________________________________________________________________________

e. How are the candidate's English language speaking skills (10 highest, 1 lowest)?

_____

f. How are the candidate's English language writing skills (10 highest, 1 lowest)?

_____

5. The following attachments must be provided along with this completed form:

a. Personal statement (final version, NOT a draft)

b. CV/resume (including awards, professional exams passed, internships, etc.)

c. Academic transcript

d. Appendix A with your suggested answers inserted.

All information that I have provided is true to the best of my knowledge. I understand that submitting this form does not obligate Prof Caine to submit recommendation letters for me. I understand that Prof Caine may limit the number of recommendation letters that he submits for a single student or for all students in a given year. I understand that Prof Caine will submit recommendation letters electronically only (no hardcopies). I understand and I agree to the cut off dates listed on the preceding page (appropriately adjusted for non-Fall quarter requests).

Student signature: ___________________________________________ Date: ____________
Appendix A

Date this recommendation was written 12/19/2015

Recommendation Form for

RECOMMENDER:
First Name ___________________ Last Name ___________________
Middle Name ________________ Prefix _______ Suffix _______

CONTACT INFORMATION:
Street 1 _____________________
Street 2 _____________________
City ________________________ State ____________
Postal/Zip Code _______________ Province ____________
Country ______________________
Phone ________________________
Email Address __________________

EMPLOYMENT INFORMATION:
Company Name ____________________________
Position/Title ______________________________
Industry ____________________________

Applicant waived right to view this recommendation? ☑Yes ☐No

RANKINGS

<table>
<thead>
<tr>
<th>QUALITY ASSESSED</th>
<th>Poor (Bottom Third)</th>
<th>Average (Middle Third)</th>
<th>Good (Top Third)</th>
<th>Very Good (Top 20%)</th>
<th>Outstanding (Top 10%)</th>
<th>Truly Exceptional (Top 2%)</th>
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<tbody>
<tr>
<td>Intellectual Ability</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<td>Maturity</td>
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<tr>
<td>Quantitative Ability</td>
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<tr>
<td>Analytical Skills</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Poise/Professionalism</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Initiative</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<td>Personal Integrity / Ethics</td>
<td>☐</td>
<td>☐</td>
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<td>Interpersonal Skills / Ability to Work with Others</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Sense of Humor</td>
<td>☐</td>
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<td>Verbal English Communication Skills</td>
<td>☐</td>
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<tr>
<td>Written English Communication Skills</td>
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<td>Self Confidence</td>
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<td>Leadership Ability</td>
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<td>Future Managerial or Business Success</td>
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<td>Overall Impression</td>
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QUESTIONS

1. What is your relationship to and how long have you known the applicant? Is he or she still employed by your organization?

   Student in my Financial Mathematics class / 1 year

2. Please provide a short list of three to five adjectives describing the applicant’s strengths.

3. Please compare the applicant’s performance to that of his or her peers.
4. What does the applicant do best?

5. If you were giving feedback to the applicant regarding his or her professional performance, in what areas would you suggest he or she work to improve?

6. How does the applicant accept constructive criticism?
7. How effective are the applicant’s interpersonal skills in the workplace?

8. On the below scale, please rate the applicant’s individual vs. team orientation (1 = entirely focused on individual contribution; 5 = entirely team oriented)

   [ ] 1  [ ] 2  [ ] 3  [ ] 4  [ ] 5

   Please elaborate on your rating:

9. How has the applicant demonstrated leadership?

10. Is there anything else you feel we should know?