



Project REACH
Resources & Education for the Advancement of Careers at Hopkins
JHHSC/DOL Training Opportunity
Department Recommendation Form

Candidate Name:	Department:		
Last annual appraisal date:	FTE Status:		
Last annual appraisal score:	Were any level '1' given on last performance appraisal: Y or N		
Customer service score on last annual appraisal:	Were any level '1' given on last customer service standards: Y or N		
Number of occurrences (within year):	Is employee in active discipline for attendance: Y or N		
	Is employee in active discipline for job performance: Y or N		
Managers personal opinion concerning applicant success SELECT ONE FOR EACH CHARACTERISTIC			
Characteristic	Always	Sometimes	Never
Provides good customer service			
Displays respectful polite demeanor in workplace			
Team player			
Shows good communication skills			
Adheres to unit scheduling guidelines			
Self directed			
Has problem solving capabilities			
Has good attendance & punctuality			
Do you recommend this candidate for education and training? Please note that training may occur during regularly scheduled shift times and provisions can be made to assist you with backfill (Circle one)	YES		NO
COMMENTS:			

Manager Signature

Date

Return form to Suite 401 - 550 Bldg., or fax to 502-2964

For questions call 502-2200



Manager Signature

Date

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