

Miami University
OFFICE OF CAREER SERVICES
241 Hoyt Hall
Oxford, OH 45056

RECOMMENDATION INSTRUCTIONS

Candidate's Name: _____

You have been asked to submit a written recommendation for the **confidential** credential file of the above-named candidate. Statements concerning the capacity in which you have known the candidate, the length of time you have known him/her, the individual's academic ability, personal qualities, and your general evaluation of the candidate and his/her potential are of greatest value. **The candidate has waived his/her right to view this recommendation under the provisions of The Family Educational Rights and Privacy Act of 1974.**

When preparing **confidential** recommendations, please adhere to the following guidelines:

1. Type the recommendation on department or organization letterhead.
2. If the recommendation consists of more than one page, please
 - a. use a separate piece of paper for each additional page
 - b. do not staple the pages together
 - c. do not write on the back of the recommendation
 - d. include a header in the upper left-hand margin of each additional page indicating the student's name, page number and date
3. Sign the recommendation.
4. Mail the recommendation to the Office of Career Services at the address listed above.

(This form may be photocopied)