

OLS Recommendation



Please fill out all items on this application.

*Use additional pages if more writing space is needed.

*Your answers will help us determine the applicant's suitability for OLS and will help us better serve the student if accepted for admission.

Associate Degree in Occupational & Life Skills

<i>For Academic Year Beginning Fall 2012</i>			
Applicant Name		Date	
Your Name	Address	City	Zip
Phone Number		Email	
Organization	How long have you known the applicant, and in what capacity?		
Please describe the environment in which you interacted with the applicant. Give details about specific tasks, amount of time, and frequency.			
Please mail recommendation to:			
Bellevue College Occupational & Life Skills (OLS) 3000 Landerholm Circle SE Bellevue, WA 98007			
For more information or additional forms please inquire at ols@bellevuecollege.edu or 425.564.2844. or visit our website: www.bellevuecollege.edu/ols . Fax: 425.564.3094			



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Please rate the applicant on the following characteristics on a scale of one to five. Enter ratings ONLY under the categories to which you feel qualified to respond.

		Never			Always		
		1	2	3	4	5	
Self Management							
	Arrives on time and is ready to work						
	Work is completed and handed in on time						
	Takes turn listening and participating						
	Requires cues when completing independent work						
	Has difficulty handling tough situations						
	Appropriate body language						
	Begins work when directed to begin						
	Handles change with tact						
	Prioritizes and completes tasks within a time period						
	Participates in a large group discussion						
	Redirected without difficulty						
	Adequately follows verbal directions						
	Able to complete a task using written directions						
	Loses composure with change or challenges						
	Requires assistance to stay on task						
Self Determination							
	Respectful of authority						
	Follows social norms specific to the environment						
	Listens to feedback and tries to change						
	Makes everyday decisions using good judgment						
	Relies on assistance when trying to solve a problem						
	Seeks out supplemental learning about a subject						
	Asks for help						
	Wants to continue their education						
	Respectfully asks for assistance						
Team Work/Collaboration							
	Cohesively works in a small group						
	Open minded and respectful of other's comments						
	Works well in a group using give and take						
	Requires assistance to stay on task during a group activity						
	Works hard as a group member to meet requirements						

What areas of a college program will be difficult for this student? Please include learning strategies this student might require.

Please list the reasons you feel this applicant is a good fit for OLS.

Signature

Date