

Tutor Recommendation Form

Gateway Technical College

The Tutor Recommendation Form is to be used to request employment recommendations from college instructors by those applying for the Peer Tutor or Tutor Specialist positions at Gateway Technical College.

Note: It is the Instructor's choice to agree/disagree to complete and submit this form.

The applicant must provide the form **with their signature** to the instructor. Instructors may return the completed form to the applicant via email. The completed form should be uploaded by the applicant into NeoGov when submitting the application. To add recommendations after the initial application has been submitted, a new application is required. Subsequent applications will supersede any previous application, so applicant must make sure to include all application materials in each application.

Applicant:

1. Sign the attached form on the reverse
2. Provide instructor with signed form **and** an email address where the instructor can send the completed form.

Tutor Recommendation Form

GATEWAY TECHNICAL COLLEGE

Applicant completes this section:

Applicant Name (Please Print): _____ Date: _____
 Email Address: _____ Program/Major/Degree: _____
 Instructor Name (Please Print): _____
 Class(es) taken with this instructor: _____

Release of Information:

I do hereby give my permission to the above-listed instructor to forward or release information which may include instructor evaluations and personal student directory data. I understand that this data will only be made available to Tutoring Services at Gateway Technical College.

Date: _____ Applicant Signature: _____

Instructor Completes this Section:

	Needs Improvement		Average	Excellent	
Progress <i>Level of skill & knowledge student demonstrated in the courses listed above.</i>	1	2	3	4	5
Initiative <i>Does the student exhibit creativity and problem solving ability?</i>	1	2	3	4	5
Reliability <i>Does the student exhibit personal integrity and a sense of reliability?</i>	1	2	3	4	5
Work Attitude <i>Does the student have a good attitude toward work?</i>	1	2	3	4	5
Cooperation <i>Does the student work well with others?</i>	1	2	3	4	5
Attendance <i>Does the student attend class regularly and on time?</i>	1	2	3	4	5

Instructor Comments (Optional): _____

Instructor Signature: _____ Date: _____