

2022-2023 Leadership Fellows Program Recommendation Form (Sample)

Use the fields below to automatically send a Letter of Recommendation request to the senior-most executive in your organization or reporting line. Fill out the recommender's full name and a valid e-mail address below, then click the button "Send Request" to start this process. The recommender will receive an e-mail with instructions on how to provide their recommendation - This person will not need to create an account in order to submit information.

Keep in mind, if this field displays (Not Received), this means that your request was successfully sent, but the recommender has not yet submitted materials.

Full Name:

Email:

About You

Recommender first name *

Recommender last name *

How are you acquainted with the applicant? *

Business / Organization name *

Your title*

Your business address*

About the Applicant

Leadership Characteristics

Please rate the applicant's abilities and attributes in the following areas:

- **Leads Others *** (actively engages team to develop and resolve issues, shows how work fits in with what others are doing)
- **Pursues Collaboration *** (builds enduring partnerships to achieve results and build effectiveness)
- **Communicates Effectively *** (presents views clearly, solicits opinions and concerns, discusses openly)
- **Develops Others *** (inspires and motivates others by providing feedback and identifying new growth opportunities as well as supporting efforts to change)

- **Respects Others *** (uses understanding of others and self to resolve conflicts and foster mutual respect)
- **Makes Decisions Deliberately *** (makes correct decisions at the right time while soliciting the opinions of others and effectively explains reasoning for decision)
- **Is Trustworthy *** (is reliable and authentic even at some personal cost, works to ensure all members of the organization operate with integrity)
- **Seeks Understanding *** (involves others who would not normally be involved, including experts not in the organization)
- **Values Differences *** (recognizes and leverages differences in background and experience to produce superior outcomes)
- **Is Appropriately Self-Aware *** (recognizes deficiencies and weaknesses and actively seeks to improve personally and by building complementary teams)
- **Committed to Improving Community *** (leads or is actively engaged in programs and events focused on increasing social good)

If you have notes you would like to share about this applicant, please indicate here:

Short Response Questions

The Leadership Foundation is seeking women of exceptional potential and ability. The Leadership Foundation will appreciate your commenting as thoroughly as possible regarding the applicant, her strengths, weaknesses and where you see room for improvement on a professional level.

How are you acquainted with the candidate? How long have you known her? *

Where do you see the applicant in her profession 5 years from now? *

Please recount a project or other work-related situation that illustrates the candidate's strengths. What special talents and abilities set her apart from others in her field? *

Please remark further on any aspect of the candidate's potential or personal qualities that might not appear elsewhere on the application. *

The Leadership Foundation is interested in your overall impression of the candidate's suitability for this program, including evidence of her commitment to participate in all functions and components of the Fellows Program. Part of this commitment is the candidate's intention to return to her community and profession as a mentor at the end of the program year.

Applicant employer questions

Are you willing to allow the Fellow this absence from the workplace? *

The Leadership Foundation requires the Fellow to commit no fewer than 20 days throughout the fellowship year to successfully complete this program. Given that some of these required days will fall on weekends, and that the Fellow and her Mentor may decide to work together for more than the mandatory 5 days, are you willing to allow the Fellow this absence from the workplace?

Yes

No

Would you be willing to complete brief questionnaires during and after the program year for research purposes? *

Yes

No

Is your organization providing financial backing for the candidate? *

Yes

No

If you have additional notes or comments, please indicate here.