

**Office of State Senator Leticia Van de Putte**  
**RECOMMENDATION FORM:**

Please send this completed Recommendation Form to: Ida Garcia, Legislative Director, Office of State Senator Leticia Van de Putte at [ida.garcia@senate.state.tx.us](mailto:ida.garcia@senate.state.tx.us) or fax to: 512-463-2114 OR mail to P.O. Box 12068, Austin, TX, 78711

Applicant's name: \_\_\_\_\_

Your name: \_\_\_\_\_

Your title: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

1. In what capacity have you known the applicant? \_\_\_\_\_ For how long? \_\_\_\_\_

2. Do you have confidence in his/her personal integrity? \_\_\_\_Yes \_\_\_\_No

If you answered no, please explain: \_\_\_\_\_

3. To your knowledge, has the applicant ever been subject to disciplinary action or been suspended or dismissed? \_\_\_\_Yes \_\_\_\_No If yes, please explain:

4. We are especially interested in knowing the characteristics of this applicant that distinguish him or her from other applicants. Please feel free to share any comments:

**Using the chart below, please rate the applicant.**

1=Outstanding, 2=Excellent, 3=Good, 4=Fair, 5=Poor, N/O=Not Observed.

\_\_\_\_ Organized/detail oriented

\_\_\_\_ Independence and initiative

\_\_\_\_ Communication skills: Written

\_\_\_\_ Communication skills: Oral

\_\_\_\_ Follows directions

\_\_\_\_ Computer skills

\_\_\_\_ Multi-tasks

\_\_\_\_ Asks questions

\_\_\_\_ Ability to analyze a problem and formulate a solution

\_\_\_\_ Works well with others

\_\_\_\_ Follows through with assignments

\_\_\_\_ Works well under time restraints

\_\_\_\_ Handles pressure/stress well