Notes for Completing the Online Recommendation Form – Faculty/Administrator

The Rockefeller Center Recommendation Forms are now web-based! Please complete the brief form online:

Dartmouth Faculty or Administrator, Prior Work or Internship Supervisor:

- Go to the applications page of the Rockefeller Center website: http://rockefeller.dartmouth.edu/studentopps/applications.html
- Please find the link to the faculty and administrator online recommendation form near the top of the page.

It must be submitted by the application deadline in order for the applicant’s materials to be considered complete. You must complete the form online. Some recommenders have found it helpful to have a Word document complete, to allow them to cut from that document and paste into the online form’s fields.

On the online form, please be ready to respond to the following prompts:

- Which Rockefeller Center program is the applicant applying for?
- How long and under what circumstances have you known the applicant?
- Describe the applicant’s strengths.
- Describe attributes/skills that the applicant will improve by participating in the program selected above.
- How would participating in this Rockefeller Center program enrich the applicant's academic and/or professional pursuits?
- Based on your interactions and experiences, please rate the applicant with respect to the following attributes: (scale of poor to excellent, N/A)
  - Dependability
  - Ability to work with others
  - Initiative
  - Flexibility
  - Maturity
  - Thoroughness and completeness of work
  - Professionalism (appearance, demeanor, etc.)
- How do you rate this applicant for this Rockefeller Center Co-Curricular program? (scale of weak – good – outstanding)
- Any additional comments (optional)