**Professional Recommendation**

Dear principal or supervisor,

**(applicant name here)** has requested consideration for a teaching appointment to Nicaragua Christian Academy, a mission school in Managua, Nicaragua. He/she has referred you to us for information concerning his/her character and fitness for mission service. As we must exercise great care in the selection of competent and qualified candidates for missionary teaching, we would appreciate your answers to the following questions. **Please send completed file to Susan Benthem at susanbenthem****@nca.edu.ni****.**

**I. General Questions**

|  |  |
| --- | --- |
| 1. Your name and address: |       |
| 2. Your phone number: |       |
| 3. Your e-mail address: |       |
| 4. Your organization and position: |       |
| 5. How long and how recently have you known the applicant? |       |
| 6. What is your relationship to the applicant? |       |

**II. Personal Qualities**

Please rate the degree to which the applicant demonstrates the following qualities on a scale of 1 (very low) to 10 (very high). Comments are greatly appreciated!

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Rating** | **Evidence / Comments** |
| **1. Appearance:** Dresses appropriately. Does not wear revealing clothing and is neat and well groomed. |  |       |
| **2. Emotional stability:** Is not given to depression or easily moved to anger. Shows good self-control and can adequately handle personal problems. |  |       |
| **3. Reliability:** Is honest and trustworthy. Fulfills personal obligations without pressure. Completes responsibility without prodding. |  |       |
| **4. Cooperation:** Works well with others. Is willing to participate in group encounters and bears his/her part of the responsibility in group activities. |  |       |
| **5. Physical condition:** Is not overweight and has good physical stamina. Is healthy and able to maintain active life with no atypical illnesses. |  |       |
| **6. Adaptability:** Is able to cope with change and is not rigid in outlook. Is understanding of others even when not in full agreement with them. |  |       |
| **7. Leadership:** Is a capable leader, but also respects the leadership and authority of others. |  |       |

**III. Teaching Aptitude**

Please rate the degree to which the applicant demonstrates the following qualities on a scale of 1 (very low) to 10 (very high). Comments are greatly appreciated!

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| **Criteria** | **Rating** | **Evidence / Comments** |
| **1. Content knowledge:** Demonstrates mastery of the subject area (content is accurate) and plans effectively for instruction. |  |       |
| **2. Teaching methods:** Directs and facilitates classroom learning in a way that students are enriched and challenged (teaching is effective). |  |       |
| **3. Classroom management:** Establishes and maintains consistent standards of classroom behavior that promote fairness and order. |  |       |
| **4. Creativity:** Seeks to capture the interest of students by using a variety of teaching styles and learning activities. |  |       |
| **5. Professionalism:** Inspires confidence and respect from students and parents, both through good appearance and articulate communication. |  |       |
| **6. Organization:** Maintains an orderly desk and classroom; has clear systems for managing student papers, parent communication, etc. |  |       |
| **7. Preparation:** Spends adequate time preparing lesson plans effectively and well in advance; is proficient in long-term planning. |  |       |
| **8. Interpersonal:** Treats others with respect; displays compassion and patience with students; is willing to listen to and take time for others. |  |       |

**IV. Overall Evaluation**

|  |  |
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| **Question** | **Response** |
| Do you believe the applicant will make a good Christian teacher? |       |
| Does the applicant show wise discretion in conduct toward the opposite sex? |       |
| Does the applicant accept advice and corrective suggestions well? |       |
| Is there an indication of a desire to escape a difficult personal, family or vocational situation? |       |
| **Summary:** How do you rate the candidate’s promise for missionary service in his/her field? |  |
| **Additional comments?**Date: |       |