



MedStar Health

**MEDSTAR GEORGETOWN  
UNIVERSITY HOSPITAL**

## **Recommendation Form Instructions:**

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Dear Recommender,

MedStar Georgetown University Hospital Volunteer Services department would like to thank you for taking the time to submit this recommendation form on behalf of one of our volunteer applicants. This form will greatly assist our department in identifying the best candidates for our program. Your candid responses will also help us create compatible matches based on the volunteer's personality, skills, strengths, and weaknesses.

Please take a moment to complete the form thoroughly. You can insert your responses directly into the form, or you can print the form and insert them manually. Please submit completed form directly to the MedStar Georgetown Volunteer Services Department via email at [volunteerservices@gunet.georgetown.edu](mailto:volunteerservices@gunet.georgetown.edu) with the following text in the subject line of the email: "Recommendation: Volunteer Full Name" (Example: Recommendation: John Smith).

If you have any questions regarding the applicant or this recommendation form, please contact Kamaria Sinclair at 202-444-0695.

We look forward to receiving your feedback.

Thank you,

**Kamaria Sinclair**

**Volunteer Services Coordinator**

# VOLUNTEER RECOMMENDATION FORM

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**Date of Completion:**

**Recommender Name:**

**Recommender Title:**

You have received this form because the following individual is interested in applying to become a volunteer at MedStar Georgetown University Hospital. We would greatly appreciate your candid appraisal of the applicant's abilities and potential. Please provide thorough and accurate answers to the following questions based on your knowledge of this individual:

**First and Last Name:**

**Email:**

**How long have you known the applicant?**

**What is your relationship with the applicant?** *(Please note: Family members and friends cannot be used as references)*

Colleague  Instructor/Teacher  Manager/ Supervisor  Mentor/Counselor  Volunteer Coordinator

Other: Please specify:

**Basis for recommendation: (Check all that apply)**

Personal Knowledge  Academic Credentials  Professional Records & History

Contact with Instructors  Contact with Colleagues and/or Supervisors

**Do you have any reservations about the applicant's personal or professional integrity?**  Yes  No

*If yes, a Volunteer Services representative may reach out to you for additional information.*

**Please select the recommendation you'd like to make for the applicant's admission to this program?**

Strongly Recommend  Recommend  Recommend with reservations  Do not recommend

Please rank the following statements based on your knowledge of the applicant:	Strongly Disagree	Somewhat Disagree	Somewhat Agree	Strongly Agree	No basis for judgment
1. The applicant is honest and trustworthy with confidential information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The applicant has great verbal and written communication skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The applicant works well with others and has great people and relationship skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The applicant has a positive attitude and is very passionate and enthusiastic about goals and tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The applicant can take initiative and work independently when necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The applicant is dependable and always honors his/her commitments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The applicant is open-minded and is not quick to judge others. He/she is comfortable working with people of diverse backgrounds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The applicant has the ability to make critical decisions and solve problems when they arise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The applicant has a great work ethic and respects peers/co-workers and superiors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. The applicant is open to critiques and seeks opportunities for constructive feedback and growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please rank the overall strength of this applicant, enter 1-10 (1=lowest; 10=highest):					

At MGUH, we strongly believe that as individuals we should always strive to be better. With this in mind, please answer the following question: If you had to provide constructive criticism for this applicant, what areas of weakness would you address as needing improvement? Please explain.

Please provide any additional information you feel we should know when considering this applicant's potential.