

## Employer Recommendation Form

This form must be completed by an employer who has supervised the applicant within the past 2 years. This form may also be completed by a supervisor at a volunteer site.

Recommendation for:

---

Applicant's Name

The above named individual is applying for admission to Mississippi State University ACCESS. Established in 2010, ACCESS serves to provide young adults with intellectual and developmental disabilities an inclusive university experience that will further prepare them for future employment and independent living. Prior to completing the Recommendation Form, we encourage you to learn more about the program at [www.access.msstate.edu](http://www.access.msstate.edu). Please answer the following question to the best of your ability.

The applicant has waived the right to view the document. Upon completion, please return the Recommendation Form to ACCESS via email or mail. Recommendation Forms submitted by the applicant will not be accepted. Thank you for taking the time to complete this form.

Mississippi State University ACCESS  
P.O. Box 806  
Mississippi State, MS 39762  
[access@msstate.edu](mailto:access@msstate.edu)

**Your Name:**

**Relationship to Applicant:**

---

**Address:**

**City:**

**State:**

**Zip:**

---

**Organization:**

**Work Phone:**

---

**Email address:**

**Date**

---

1. How long have you known the applicant and in what capacity?

---

---

---

2. Describe the applicant's position and duties at the employment/volunteer site.

---

---

---

3. Describe this applicant's level of independence while performing his/her job duties.

---

---

---

4. If accommodations were provided to the applicant while on the job, please explain.

---

---

---

5. How would you rate the applicant at performing his/her duties? Poor 1 2 3 4 5 Excellent

6. Were any of the assigned duties especially challenging and difficult for the applicant during this employment/volunteer experience? If yes, please describe.

---

---

---

7. Please list the job skills the applicant has learned through this employment/volunteer experience.

---

---

---

8. Based on performance, would you be open to this applicant continuing to work/volunteer at your business in the future?  Yes  No Please explain.

---

---

---

9. Describe the applicant's interactions and relationship with his/her co-workers.

---

---

---

10. Does the applicant have any behavioral concerns that would interfere with his/her success at ACCESS?

---

---

---

11. Regarding job training and future employment, what advice would you offer this applicant?

---

---

---

12. Do you feel that the applicant will be successful navigating (i.e. walking to classes from residence halls) a large college campus independently? Please explain.

---

---

---

13. How involved have parents/guardians been in the applicant's employment/volunteer experience?

---

---

---

14. Do you feel that the applicant will be successful in ACCESS?  Yes  No

Comments:

---

---

---

15. Is there any additional information that you would like to share about the applicant?

---

---

---

16. Would you be willing to speak to an ACCESS staff member regarding this student?  Yes  No

Best Phone # \_\_\_\_\_ Best Time to Call \_\_\_\_\_

## EMPLOYEE SUPPORT INVENTORY

Please rate the applicant's ability in the following areas:

Performance Category	Does Not Meet Expectations	Meets Expectations w/ Prompting	Meets Expectations Independently
<b>TIME MANAGEMENT</b>			
Applicant shows up for scheduled shifts on time.			
Applicant manages time well while at work to ensure tasks are completed on time or in advance of deadline.			
<b>PERSONAL RESPONSIBILITY</b>			
Applicant exhibits enthusiasm and a good attitude.			
Applicant wears appropriate work attire.			
Applicant practices good hygiene regarding appearance, body odors, etc.			
Applicant seeks out answers to questions and solutions to problems.			
<b>INTERPERSONAL SKILLS</b>			
Applicant interacts appropriately with other co-workers.			
Applicant demonstrates cooperation and maturity.			
<b>TEAMWORK</b>			
Applicant accepts constructive criticism in stride and works to make improvement accordingly.			
Applicant works well with other employees/volunteers on projects and assignments.			
<b>PROBLEM SOLVING SKILLS</b>			
Applicant makes appropriate decisions when needed.			
<b>RELIABILITY</b>			
Applicant stays on task with assigned work; does not stray from assignments.			
Applicant follows and remembers instructions.			
<b>COMMUNICATION</b>			
Applicant communicates effectively with coworkers and supervisor.			
Applicant's written communication is legible.			
Applicant's oral communication is succinct and cohesive.			
<b>INITIATIVE</b>			
Applicant seeks out additional work once assignments are completed.			
Applicant fills downtime with work-related activities.			