



LETTER OF RECOMMENDATION

Instructions for Students:

Please have a high school guidance counselor (first year applicants only) and/or post-secondary OHSE Program Chair or Faculty Advisor complete this Letter of Recommendation and submit to CSSE directly.

Instructions for Counselor/Chair/Advisor:

Upon completing this Letter of Recommendation, please email info@csse.org Subject: Awards Task Force or mail to: Canadian Society of Safety Engineering (CSSE), P.O. Box 51031 RPO Eglinton Square, Toronto, ON M1L 4T2

For any questions/concerns around this applicant, please contact info@csse.org or call 437-374-4340

Application Deadline: December 31, 2021

Name of Applicant:

Name of Referee:

Position:

Department:

Organization:

Telephone:

Email:

How long have you known the applicant:

I know the applicant in my capacity as:

Please evaluate the applicant's competencies/skills in the six areas identified below with the following rating scale:

Rating	Description	Points
Needs Improvement	Performance falls below expectations in many aspects of the competency/skill. Substantial improvement is critical.	1
Below Expectation	Performance does not meet expectation in some aspects of the competency/skill. Improvement needed.	2
Meets Expectation	Consistently meets standards and established performance expectations in all important aspects of the competency/skill.	3
Exceeds Expectation	Surpasses the standards and established performance expectations in many important aspects of the competency/skill.	4
Excellent	Outstanding achievement which consistently surpasses the standards and established expectations in all important aspects of the competency/skill.	5

1. Demonstrated Academic Ability

N/A	Needs Improvement	Below Expectation	Meets Expectation	Exceeds Expectation	Excellent
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Comments:

2. Communication – Verbal Skills

N/A	Needs Improvement	Below Expectation	Meets Expectation	Exceeds Expectation	Excellent
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Comments:

3. Communication – Writing Skills

N/A	Needs Improvement	Below Expectation	Meets Expectation	Exceeds Expectation	Excellent
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Comments:

4. Interpersonal/Teamwork Skills

N/A	Needs Improvement	Below Expectation	Meets Expectation	Exceeds Expectation	Excellent
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Comments:

5. Leadership Skills

N/A	Needs Improvement	Below Expectation	Meets Expectation	Exceeds Expectation	Excellent
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Comments:

6. Organizational/Project Management/Time Management Skills

N/A	Needs Improvement	Below Expectation	Meets Expectation	Exceeds Expectation	Excellent
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Comments:

7. Problem Solving Skills

N/A	Needs Improvement	Below Expectation	Meets Expectation	Exceeds Expectation	Excellent
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Comments:

8. Accountability/Reliability

N/A	Needs Improvement	Below Expectation	Meets Expectation	Exceeds Expectation	Excellent
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Comments:

9. Potential to Succeed in the Field of Occupational Health and Safety

N/A	Needs Improvement	Below Expectation	Meets Expectation	Exceeds Expectation	Excellent
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Comments:

10. Financial Need

N/A	Needs Improvement	Below Expectation	Meets Expectation	Exceeds Expectation	Excellent
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Comments:

Overall, please describe the applicant's greatest strength, skill or competency:

Overall, please describe a skill or competency in need of further development by the applicant:

Any additional comments:

Thank you very much for taking the time to complete this form.

Signature:

Date:

For Office Use:

Final Score: _____/50

Comments: _____