

HUMAN AND INSTITUTIONAL CAPACITY DEVELOPMENT PROGRAM INDONESIA

RECOMMENDATION LETTER

Employer/Instructor/Community organization

Name of Candidate:

Surname	First Name	Middle Name
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Person Making Recommendation:

Full Name	Title
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Institution or Agency:

Address:

Email Address: _____ Telephone Number: _____

The individual named above is being considered for USAID training. The program goal is to improve the capacity of Indonesia's citizens and institutions to contribute to Indonesia's development needs. The emphasis will be on leadership, reform, and excellence in priority fields.

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

2. Based on your experience and observations of the candidate's work, please rate the candidate in the following areas. Please rate the candidate with a check mark (✓) per

the following scale: NC = unable to comment; Marginal = lower 50%; Average = top 50%; Good = top 25%; Excellent = top 10%; Superior = top 3%.

RATINGS

Abilities	NC	Marginal	Average	Good	Excellent	Superior
Analytical Ability						
Problem Solving						
Organizational Ability						
Emotional Maturity						
Ability to Meet Deadlines						
Professional Integrity						
Motivation & Initiative						
Interpersonal and Communication Skills						
Leadership potential						

3. Please make any additional comments which you feel would be helpful for the selection committee when considering the candidate's application. Note especially those community leadership qualities which might not be apparent in the documents the candidate will have provided for review.

Signature

Date

To be submitted in a sealed, and signed envelope.

This application and all its contents are the property of AED and USAID.