

Date _____

Dear _____

_____ has applied for next year's yearbook staff. I would appreciate your help in screening this applicant to ensure a quality yearbook for next year. Please rate this applicant using the scale below:

- 5 — Excellent (Always displays this characteristic).
- 4 — Very Good (Almost always displays this characteristic).
- 3 — Good (Frequently displays this characteristic).
- 2 — Fair (Sometimes displays this characteristic).
- 1 — Poor (Seldom displays this characteristic).

Dependable (Responsible; completes assignments on time)	Cooperative (Completes assignments cheerfully)	Sociable (Works well with others; demonstrates helpfulness)	Creative (Has fresh ideas; can think conceptually)	Organized (Assignments neat and correct; can prioritize)	Total

Please use this space for any additional comments. _____

Thank you for your time! Your participation in this evaluation is sincerely appreciated.

Please return to _____ by _____.