**Fall 2025 AAS and LPN-RN Nursing Program**

**Letter of Recommendation Rubric:**

***\*\*Note – Letter must be written by a current or former manager or professor. It cannot. It cannot be written by a peer or colleague. If you have questions regarding the letter please email Dr. Crystal Bowman at Crystal.Bowman@oregoncoast.edu***

| **Criteria** | **Excellent (20)** | **Good (15)** | **Satisfactory (10)** | **Needs Improvement (5)** | **Inadequate (0)** |
| --- | --- | --- | --- | --- | --- |
| Content | - Provides detailed and specific examples of the applicant’s strengths, skills, and accomplishments. - Demonstrates a deep understanding of the applicant’s abilities and potential. | - Offers clear and relevant examples of the applicant’s qualities. - Shows a good understanding of the applicant’s strengths. | - Includes some specific examples of the applicant’s abilities. - Presents a basic understanding of the applicant’s strengths. | - Contains vague or generic statements about the applicant. - Lacks specific examples or details. | - Fails to provide meaningful information about the applicant. - Offers generic and unhelpful statements. |
| Structure and Organization | - Follows a clear and logical structure. - Introduction, body, and conclusion are well-defined. - Each paragraph has a distinct focus. | - Generally follows a logical structure. - Introduction, body, and conclusion are present. - Paragraphs are somewhat focused. | - Structure is somewhat unclear. - Introduction, body, and conclusion may lack coherence. - Some paragraphs lack focus. | - Structure is unclear and disorganized. - Lacks a clear introduction, body, and conclusion. - Paragraphs lack coherence. | - No discernible structure. - Extremely disorganized and confusing. |
| Tone and Language | - Maintains a professional and positive tone. - Language is compelling and demonstrates a genuine endorsement. | - Tone is generally professional and positive. - Language is clear and supportive. | - Tone is somewhat inconsistent or lacks enthusiasm. - Language is basic and may not fully convey support. | - Tone is inappropriate or inconsistent. - Language is unclear or not supportive. | - Tone is entirely inappropriate. - Language is offensive or unprofessional. |
| Specificity and Detail | - Provides specific anecdotes and details that highlight the applicant’s strengths. - Offers a comprehensive view of the applicant. | - Includes specific details that support the recommendation. - Presents a good overall picture of the applicant. | - Contains some specific details but lacks depth. - Offers a partial view of the applicant. | - Includes very few specific details. - Presents a limited view of the applicant. | - Lacks any meaningful specific details. - Does not contribute to understanding the applicant. |
| Overall Impression | - Leaves a strong and positive impression of the applicant. - Clearly recommends the applicant. | - Leaves a positive impression of the applicant. - Recommends the applicant. | - Leaves a somewhat positive impression. - Recommends with reservations. | - Leaves a neutral or mixed impression. - Hesitant or unclear recommendation. | - Leaves a negative impression. - Does not recommend the applicant. |