



ASU SUNlite Coaching: Recommendation Form

A candidate for the ASU SUNlite Coaching program has requested your recommendation. The program consists of two key components:

1. **SUNlite Coach Training:** Recruits and empowers ASU employees to become coaches who inspire and support their colleagues in achieving their full potential.
2. **SUNlite Coaching:** Matching coaches with colleagues from other units seeking to receive coaching. We have found that the best coaches embody high performance, strong interpersonal skills, self-awareness and a commitment to ASU.

Visit the webpage to [learn more about the SUNlite Coaching Program](#).

Thank you for taking the time to provide this recommendation. Submit the completed form to the candidate. Your response will be used to evaluate the candidate for potential acceptance into the program.

[Contact Shanesha Brooks](#) with questions. We look forward to reviewing your recommendation.

Name:

Candidate's Name:

Relationship to candidate:

If other, please specify:



Please rate the applicant on the following qualifications based on your direct observations and experience with them. Use the 1-to-5 scale. 1 indicates “below expectations;” 5 indicates “exceeds expectations.”

Work performance

- Displays accountability for results.
- Manages time effectively and meets deadlines.
- Performs work duties and tasks with outstanding results.

1 2 3 4 5

Below Expectations

Exceeds Expectations

Provide an example illustrating the candidate’s work performance.

Emotional intelligence

- Consistently shows empathy and understanding to colleagues.
- Demonstrates willingness to help or support others.
- Demonstrates ability to establish positive rapport and relationships.
- Exhibits active listening skills.

1 2 3 4 5

Below Expectations

Exceeds Expectations

Provide an example where the candidate demonstrated emotional intelligence



Growth mindset

- Actively seeks and applies feedback.
- Generates new ideas when faced with challenges.
- Embraces change as an opportunity for growth.
- Seeks to understand diverse ideas and perspectives.

1

2

3

4

5

Below Expectations

Exceeds Expectations

Provide an example highlighting the candidate’s growth mindset.

Engages in services the supports the ASU charter

- Actively engaged team member or committee member.
- Actively seeks service opportunities.
- Integrates ASU charter into work.
- Works to create an inclusive environment.

1

2

3

4

5

Below Expectations

Exceeds Expectations

Provide an example highlighting the candidate’s commitment to participating in meaningful university service.



Interpersonal and communication skills

- Promotes teamwork and a collaborative atmosphere.
- Resolve conflict professionally and collaboratively.
- Uses verbal and non-verbal communication effectively.
- Works well with a variety of people.

1

2

3

4

5

Below Expectations

Exceeds Expectations

Provide an example where the candidate has displayed strong interpersonal and communication skills.

Any additional insights regarding this candidate?