**KCC-JEE Gottschalk English Teacher**

**Reference Letter Questionnaire**

**Candidate’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Referee’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Relationship to the Candidate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization Affiliation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please comment on the following professional aspects you have observed about the candidate:

1. Length of time and the nature of association with the candidate.
2. The candidate’s communication skills, both orally and in writing, and command of the English language. A specific example from coursework, presentations, or internships would be especially useful.
3. The candidate’s teaching skills, strengths and weaknesses. For the candidate without any teaching experience, please comment on what qualities associated with teaching and learning you have observed.
4. The personal characteristics of the candidate that will help him/her achieve success in adapting to living and teaching in Japan.
5. Interpersonal skills: leadership, team work, responsiveness to others.
6. Cross-cultural awareness, willingness to serve as a cultural “ambassador.”
7. Areas the candidate might develop in order to better fulfill the position.
8. Other comments.

***Thank you very much for your time in writing this letter of reference!***

(06/2021)