

Writing a Good Letter of Evaluation

First – what's the difference between a letter of support and a letter of evaluation?

- A **Support Letter** is relevant to when someone is applying for a job, grant, or award. As such, you reference their strengths and performance in relation to the job or grant requirements.
- A **Letter of Evaluation** is for when an academic is being evaluated for a promotion or merit advancement. In this case, you reference their impact in relation to the expectations of their job and level."



Here's tips to help you write a better letter of evaluation.

General Comments on Preparing the Letter

1. Make it personal
2. Consider who is reading the letter
3. You can provide subject matter perspective
4. You can provide assessment of the quality of the candidate's work as compared to their peers
5. Refer to the Expectations at Rank and Step when reviewing candidate

What to Put in a Letter of Evaluation

1. **Opening**
 - a. Open with one paragraph to introduce yourself and your role
 - b. Have one paragraph to describe in what capacity you have interacted with the candidate
2. **Set context**
 - a. Briefly summarize the candidate's program and state the candidate's target audience
3. **Evaluation**
 - a. Organize your comments by the themes provided by the candidate
 - i. Critically evaluate accomplishments and impacts based on the candidate's Position Description and as it pertains to the clientele's needs
 - ii. Provide your understanding of how the impact of the candidate's work changes the condition of the target audience
 - b. Comment of candidate's career trajectory
 - c. Offer any useful suggestions to the candidate
4. **Closing:** Make a recommendation on the candidate's advancement