**KCC-JEE Gottschalk English Teacher**

**Reference Letter Questionnaire**

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

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

**Referee’s Organization Affiliation:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nature of Association with the Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Length of Time Knowing/Working with the Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

1. His/her 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).
2. His/her lesson planning and teaching skills, both strengths and weaknesses. For the candidate without any teaching experience, please comment on what qualities associated with teaching and learning you have observed.
3. His/her personal characteristics that will help him/her achieve success in adapting to living and teaching in Japan.
4. His/her interpersonal skills (leadership, teamwork, responsiveness to others).
5. His/her cross-cultural awareness and willingness to serve as a “cultural ambassador.”
6. Areas that s/he might need to develop in order to better fulfill the position.
7. Other comments.

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

(2023)