

GUIDELINES FOR LETTERS OF RECOMMENDATION

Jordan District employees may be requested to write letters of recommendation for current and former students and employees of the district and others. Good judgment and common sense should be used in determining whether a letter of recommendation should be provided and, if so, the form and content of the letter. The following guidelines are intended to be of assistance to employees of the school district in considering and writing such letters.

- A. If the person for whom the letter is sought had no association with the letter writer at Jordan School District, the letter should never be written on Jordan District letterhead, nor should it reflect the letter writer's position at Jordan School District.
- B. If the letter is sought on behalf of a student or former student seeking admission, employment or a scholarship, the letter writer may use Jordan District letterhead and indicate the position currently held as well as the relationship and interactions with the student.
- C. If the letter is sought on behalf of a current or former employee who is seeking employment outside of the district, the letter writer may use Jordan District letterhead and indicate the letter writer's current position with the school district and the relationship with the current or former employee. A copy of the letter must be sent to Human Resources.

If a recommendation request is for a person for whom the Jordan District employee cannot write a favorable letter because of impressions that the person is a poor or mediocre candidate, the request should be referred to human Resources, without a letter.

- D. If a letter is requested on behalf of another employee who is a candidate for a position within Jordan District, the following should be observed. If a letter is authorized, Jordan District letterhead may be utilized.
 - 1. Letters for any candidate, if the letter writer is in the line of authority for the position being filled, must include a disclaimer*.
 - 2. Letter written by anyone who has authority over any person who is directly involved in the selection process, must include a disclaimer*.

* Disclaimer: **"The position of the letter writer in relation to members of the selection committee or the position being filled should have no bearing on the weight given to the letter."**

- 3. No letter may be written by a person who is directly involved in the selection process.

Note of caution: Letters of recommendation should accurately reflect the letter writer's observations and impressions of the candidate. In all letters it must be made clear that the letter reflects the views of the letter writer and not an official position of the Jordan School District. Incorrect or overly inflated statements can lead to difficulties for all parties concerned.