**POSTGRADUATE SCHOLARSHIP PROGRAM — LETTERS OF APPRAISAL MODULE**

\_\_\_\_\_\_\_\_ has requested that you provide a letter of appraisal in support of their application to the Canadian Evaluation Society Education Fund Postgraduate Scholarship Program.

A letter of appraisal should be filled out by someone who can attest to the candidate's:

* academic excellence and research potential;
* career potential in evaluation;
* communication skills; and
* demonstrated financial need.

The information provided by the appraisers is for adjudication purposes only and will not be shared beyond the adjudication process.

The guidelines for the letters are as follows:

* The appraisers should bear in mind that some members of the Scholarship Selection Committee may not have an intimate knowledge of the field or sub-field which the candidates proposes to study.
* The letters should comment on the extent to which the appraiser has observed the applicant's skills and abilities (providing clear and concise examples) in each of the following areas:
	+ **Academic and Research Excellence:** As demonstrated by academic transcripts, awards and distinctions, and research contributions (e.g., peer reviewed publications, conference posters, conference presentations, and/or grey literature contributions)
	+ **Career Potential in Evaluation:** As demonstrated by quality of skills and abilities to apply CES Competency domains (Reflective, Technical, Situational Management, and Interpersonal Practices), originality, initiative, autonomy, determination, and ability to complete projects within an appropriate period of time. Also demonstrated by work experience, community involvement, and other extracurricular activities.
	+ **Communication Skills:** As demonstrated by the overall quality of presentation of the application and observed quality of written work and oral presentations.
	+ **Demonstrated Financial Need:** As demonstrated with brief explanation of financial need within the 2-page written summary of degree sought through scholarship (e.g., ineligible for other major awards, balancing employment with studies, require funding for project, etc.)

In the letter, the appraiser should also identify whether he/she has read the applicant's CESEF postgraduate scholarship application and acknowledge an understanding that as per the Privacy and Access to Information legislation, the content of the letters may be disclosed to the applicant, with the exception of any identifiers.

* Letters should be filled out using this Web form and should not exceed 500 words.

Your letter of appraisal

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I acknowledge and confirm that:

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|     |  | **I have read the applicant's CESEF postgraduate scholarship application** |
|     |  | **I understand that as per the Privacy and Access to Information legislation, the content of this letter may be disclosed to the applicant, with the exception of any identifiers** |

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|  | **Declaration** |
| **Signature (print)** |  |
| **Date Signed** |  |

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