**GRADUATE SCHOLARSHIP PROGRAM — LETTERS OF APPRAISAL**

You have been asked to provide a letter of appraisal in support of a student application to the Canadian Evaluation Society Education Fund Graduate Scholarship Program.

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

* academic excellence;
* 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 Excellence:** As demonstrated by academic transcripts, awards, distinctions, and description of the program evaluation (specific or related) degree program.
	+ **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. These skills and abilities will also be measured by the quality of the students’ research proposal (i.e., description of thesis/dissertation or evaluation project), work experience (i.e., CV), letters of appraisal, and evaluation/research contributions (e.g., peer reviewed publications, conference posters, conference presentations, and/or grey literature contributions)
	+ **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 not exceed **750 words** and should be submitted as Word or PDF files.

We highly encourage you to share your letters of appraisal with the candidate and for the letter to be submitted with their application package. However, you may also directly send your letter to the Graduate Scholarship Chair by email at scholarship@cesef.ca