

# Recommender Guide



## RECOMMENDATIONS ARE DUE BY

by 5:00 p.m. (ET), Tuesday, March 16, 2021.

Thank you for agreeing to serve as a recommender for the NJHS Outstanding Achievement Award (OAA) application process. A recommender may be a faculty member at the student's school, a counselor, coach, club sponsor, mentor, or community member who can speak to the applicant's demonstration of and commitment to service, leadership, character, and citizenship. NJHS advisers and parents may NOT submit a recommendation. NJHS advisers are required to complete the Adviser Certification Form.

### How to Get Started

Applicants are required to request a recommendation form for the OAA by entering the recommender's full name and email address in the Recommendation Request section of their application. As a recommender, you will receive an automated recommendation email when the student has completed this step. Along with a certification from the applicant's NJHS adviser and parent consent form, your recommendation is required for the student's application to be considered complete and eligible for review. The deadline for recommendation form submissions is **5 p.m. (ET), Tuesday, March 16, 2021.**

### How to Complete the Recommendation Form for the OAA

To start your recommendation, click on the link in the email. Be sure to save the email that contains the unique link to complete the requested recommendation for the applicant. You will be asked to respond to a series of short-answer questions and provide ratings assessing the applicant. We are looking for recommenders to provide an evaluation of the student's character, leadership, and service as observed by you in your professional or leadership capacity as well as information which may not be obtained by the student submission.

**Additional materials or form letters are not accepted for the OAA. All recommendation content must be entered in the form provided for the applicant.**

Once you have completed your recommendation, click "submit." The applicant will be able to see that the recommendation is complete but will not see the contents of your submission. **Please inform the applicant that you have completed your recommendation.**

### Troubleshooting

When agreeing to serve as a recommender for an applicant, please confirm your email address with the applicant. If you have not received an automated email as the deadline approaches, please contact us at [OAA@njhs.us](mailto:OAA@njhs.us).

Should you have any questions about this process, please email [OAA@njhs.us](mailto:OAA@njhs.us). In your email, include the name of the applicant and the school where they are presently enrolled. Please submit all inquiries well ahead of the deadline so that we may respond to you prior to the close of the process.