

Application | CareerDesign@TUM

LETTER OF RECOMMENDATION

The application for the CareerDesign@TUM qualification program requires a letter of recommendation from the supervisor. For the second qualification level, a second letter of recommendation from another TUM manager is requested, and for the third level a letter of recommendation from the dean or the head of the academic unit, in which the current employment is, is required.¹ Letters of recommendation are reviewed in the selection process and checked for the **relevance of the previous professional experience** for the respective track and level as well as for **exceptional performance** of the applicant.

With this letter of recommendation, you support the personal and professional development of the applicant. Thank you! **Please send the completed and signed letter of recommendation directly to careerdesign@ll.tum.de.**

Your name:

Name of the applicant:

What is your role in relation to the applicant?

- Direct supervisor
- Other leadership position at TUM
- Dean or head of the unit/department/section

To which track and which level of CareerDesign@TUM² does your recommendation letter refer?

- TUM Science Manager
- TUM Learning Professional
- TUM Technical Expert
- TUM Researcher
- TUM Entrepreneurship Advisor

- 1st level (entry level)
- 2nd level (experienced professionals)
- 3rd level (academic or administrative leaders)

¹ If this person has already provided the first letter of recommendation as the direct supervisor, a letter of recommendation from an additional person in a leadership position is required.

² Please find more information about the qualification profiles and levels here:
<https://www.tum.de/en/lifelong-learning/all-employees/career-design-at-tum>

How do you evaluate the applicant's fit for this track and level based on his/her prior professional experience?

| | | | | |
|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| very low | | | | very high |

Please explain in 10-15 sentences (max. 300 words) your assessment (e.g., the applicant is taking over relevant tasks, shows exceptional dedication in the relevant field, has achieved exceptional performance in relevant tasks, has already completed relevant trainings, etc.)

How do you evaluate the applicant's overall willingness to perform?

| | | | | |
|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| very low | | | | very high |

Please explain in 10-15 sentences (max. 300 words) your assessment (e.g., the applicant is mastering particularly complex tasks in the job, is taking on exceptional responsibility in the current job, shows extraordinary willingness to take part in professional training, etc.)

Are there any other aspects why you would like to recommend the applicant? (e.g., additional skills, (extra-)university service to the community, etc.)

—

Date:

Signature: _____

—

—