

## 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.<sup>1</sup> 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](mailto: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@TUM<sup>2</sup> 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)

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<sup>1</sup> 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.

<sup>2</sup> 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?**

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

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<input type="checkbox"/> 1 very low	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5 very high
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**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.)

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Date:

Signature: \_\_\_\_\_

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