Instructions to letter writers for PPSP 2019

Please provide an overall assessment of the candidate’s potential to excel in a postdoctoral position. Identify the characteristics and achievements that are directly relevant to the candidate’s potential job performance. Focus your comments on criteria that are relevant for this evaluation. Traits that should be considered for discussion in a letter include past job/task performances, experience and expertise, intellectual ability, and personal attributes as they pertain to leadership quality, team building, perseverance, and communication skills.

Useful letters of recommendation include the following elements:

1. Focus on the applicant
2. Description of the applicant's record
3. Evaluation of accomplishments of the applicant
4. Discussion of personal characteristics only to the extent that they predict potential growth and job performance

Letters should consist of three parts: introduction and background, specific assessments, and summary of recommendation.

Please check for gender bias in the letters of recommendation

- [https://www.tomforth.co.uk/genderbias/](https://www.tomforth.co.uk/genderbias/)