Class of 2026 Application Cheat Sheet for RECOMMENDERS

This document is for those writing a recommendation for a CDC Evaluation Fellowship applicant. It helps you prepare your answers before entering them into CDC's Enterprise Fellowship Management System (EFMS).

Review the sections of the recommendation form listed below and gather the needed information. Then, enter your final responses in EFMS.

For details on the fellowship, eligibility, deadlines, and the application portal, visit: CDC Evaluation Fellowship Program | CDC

This is not an EFMS user guide. If anything in this document conflicts with EFMS, follow the EFMS version. For questions, please email evaluationfellowship@cdc.gov

Section A

Field or question	Type of response
Name of person submitting the recommendation form	Short Text
Title of person submitting the recommendation form	Short Text
Organization name	Short Text
Phone number	Number
Number of persons with similar background to the candidate that you supervised over last 5 years	Multiple Choice
Name of person for whom this recommendation is being submitted	Short Text
In what role are you providing this reference?	Multiple Choice
How long have you known the candidate?	Short Text
Describe your role working or collaborating with this person	Long Text [<250 words]
On average, how often have you worked with, or do you work with, the candidate (For example: average of 5 days per week over the past 6 months, or occasional interaction over the past 10 years)?	Short Text

Section B

Field or question	Type of response
Compared with other similar individuals at similar points in their careers, how do you rank this candidate at developing effective working relationships with a variety of different people?	Multiple Choice
Please provide a specific example(s) of this candidate's experience in building effective working relationships? This could include interactions with internal or external partners, team members, or state and local health professionals.	Long Text [<250 words]
Compared with other similar individuals at similar points in their careers, how do you rank this candidate at managing tasks or projects?	Multiple Choice
Please provide an example that describes the effectiveness of task or project management, e.g., was management of tasks and projects timely, complete, and responsive	Long Text [<250 words]
Compared with other similar individuals at similar points in their careers, how do you rank this candidate's ability to take initiative?	Multiple Choice
Please provide an example that describes the candidate's ability to take initiative, e.g., did this person actively seek to identify issues and address them without being told?	Long Text [<250 words]
Compared with other similar individuals at similar points in their careers, how well did this candidate respond to constructive feedback?	Multiple Choice
Please provide an example(s) of how the candidate responded to constructive feedback. This could include feedback on e.g., their performance, behavior, or scientific work	Long Text [<250 words]
Do you have any concerns about this applicant and their potential performance in this program?	Long Text [<250 words]

Section C

Field or question	Type of response
As a candidate for this program, I consider the applicant	Multiple Choice
Please describe the specific skills and attributes of the candidate that make them suitable for this program	Long Text [<250 words]
Any other comments	Long Text [<250 words]
Enter your initials: By entering your initials, you are attesting that what you have told us is true and complete and an accurate representation of the performance of the applicant.	Short Text

NOTE

Please check your answers before submitting. Once the form has been submitted, it cannot be modified.