

**Applicant Reference Form** for Mercy College of Health Sciences Clinical Laboratory Science Program

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**Applicant's Name** \_\_\_\_\_

**RELEASE OF ACCESS TO THIS RECOMMENDATION:** This applicant must complete and sign the following statement before submitting this form to the evaluator. This request is in compliance with Federal Law PL 93-380, Family Educational Rights and Privacy Act of 1974.

- I waive my right of access to this letter of recommendation.
- I do not waive my right to this letter of recommendation.

\_\_\_\_\_  
**Signature of Applicant**

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**TO THE EVALUATOR:**

- ❖ Please check the box next to the number that most closely corresponds to the applicant's behavior. Evaluators are encouraged to add any additional comments.
- ❖ Please place completed evaluation in a sealed envelope and sign your name across the seal.
- ❖ Return the sealed and signed envelope to the student to include in their application.
- ❖ Thank you for completing this reference.

**1. In what capacity have you been associated with the applicant?**

- A. As one of my students
- B. As one of my subordinates at work
- C. As a peer in a work situation
- D. As a friend
- E. Other capacity (specify) \_\_\_\_\_

**How well do you know the applicant?**

- A. Very well
- B. Fairly well
- C. Slightly

**How long have you known the applicant?**

\_\_\_\_\_

**To what peer group will you compare the applicant?**

\_\_\_\_\_

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**Please indicate your opinion of this applicant with regard to each factor by checking the box next to the appropriate rating.**

**1. DEPENDABILITY/ATTENDANCE**

- 5 Always punctual, no unexcused absences or short notice of absence
- 4
- 3 Usually punctual
- 2
- 1 Often tardy or frequent unnotified absences
- 0 Not observed/unable to judge

**2. COOPERATION**

- 5 Works enthusiastically under supervision, does assigned tasks and adapts to new situations cheerfully; will do or ask for extra assignments, facilitates group discussion.
- 4
- 3 Does assigned work but seldom works or shows interest beyond that task; average team player
- 2
- 1 Argumentative with supervisor or peers; not a good team worker and not adaptable
- 0 Not observed/unable to judge

**3. COMMUNICATION**

- 5 Able to communicate clearly and concisely with others, easy to talk with
- 4
- 3 Usually communicates adequately, sometimes uncomfortable with people
- 2
- 1 Inconsiderate of others' feelings, incommunicative
- 0 Not observed/unable to judge

**4. EMOTIONAL CONTROL**

- 5 Even tempered, tactful, congenial even when harassed, thinks and acts responsibly and reliably even under stress
- 4
- 3 Sometimes becomes flustered or confused, may interfere temporarily with functioning
- 2
- 1 Goes to pieces under stress, loses temper easily, becomes querulous and stubborn
- 0 Not observed/unable to judge

**5. DECISION-MAKING ABILITY**

- 5 Makes decisions thoughtfully and in a timely manner, able to weigh aspects of a situation and set priorities, makes "right" decision
- 4
- 3 Usually makes best decision after some thought, at times some uncertainty or difficulty setting priorities
- 2
- 1 Unable to set priorities, often changes mind, unsure of self
- 0 Not observed/unable to judge

**6. PROFESSIONAL CURIOSITY**

- 5 Asks questions, reads about work or class related issues, eager to learn and/or grow
- 4
- 3 Keeps up with necessary information relating to work/class
- 2
- 1 Uninterested in work beyond daily performance of tasks or minimal requirements
- 0 Not observed/unable to judge

**7. ACCURACY/CONSIDER MANUAL DEXTERITY**

- 5 Work is very accurate and done in less than the assigned time
- 4
- 3 Work usually only needs minor corrections or suggestions for improvement and usually is done in the assigned time
- 2
- 1 Work must be carefully checked and often corrected, requires additional time
- 0 Not observed/unable to judge

**8. DETERMINATION - MOTIVATION**

- 5 Always sets goals and always completes them, persistent without being dogmatic or tunnel-visioned, self disciplined
- 4
- 3 Capable of pursuing a goal even when faced with minor obstacles, will sometimes opt for easier alternative
- 2
- 1 Changes mind frequently, seldom finishes tasks begun, few or uncertain personal or career goals
- 0 Not observed/unable to judge

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Has this student required tutoring, had to retake exams or otherwise had difficulty in courses?  Yes  No

If yes, please explain.

Do you have any reason to question this student's honesty or integrity?  Yes  No

If yes, please explain.

How would you feel about having this person in a responsible position under your direction?

- |  |   |
|--|---|
| <input type="checkbox"/> A. Definitely would want him/her      | <input type="checkbox"/> D. Would prefer not to have him/her  |
| <input type="checkbox"/> B. Would want him/her                 | <input type="checkbox"/> E. Definitely would not want him/her |
| <input type="checkbox"/> C. Would be satisfied to have him/her | <input type="checkbox"/> F. Unable to judge                   |

**NARRATIVE COMMENTS** (please state specific strengths and weaknesses that you have observed.) **(Include extra pages if you wish.)**

Evaluated by \_\_\_\_\_  
Signature

Type or print name \_\_\_\_\_

Mailing address

Position \_\_\_\_\_

Date \_\_\_\_\_