



T. Walter Brashier Graduate School
NORTH GREENVILLE UNIVERSITY

Employer/Professional Reference Form

Part I

To the Applicant: Complete Part I of this Reference Form and then give it to your employer or professional colleague for completion. After completing this form, your employer should mail it directly to the T. Walter Brashier Graduate School of North Greenville University in a pre-addressed envelope provided by you. If currently unemployed, use the services of a previous employer or faculty supervisor.

Name of Applicant _____

Address _____

City _____ State _____ Zip _____

Program of Interest _____

Notice: PUBLIC LAW 93-380, the Family Education Rights and Privacy Act of 1974, grants all students the right to inspect and review all of their official records. This right extends to letters of recommendation, except that a student may waive this right to inspect and review letters of recommendation by signing a waiver.

I waive my right to review this reference form

Signature of Applicant _____ Date _____

I do not waive my right to review this reference form

Signature of Applicant _____ Date _____

Failure to sign either of the above indicates the applicant has not waived the right to review this reference form.

Part II

To The Employer: The person named above has applied for admission to T. Walter Brashier Graduate School of North Greenville University, giving your name as a reference to evaluate his or her academic potential. Please complete Parts II and III of this form and then mail it directly to the Graduate School Office in the pre-addressed envelope provided by the applicant. The Graduate School appreciates your candid evaluation of this applicant. Thank you for taking the time to assist in the application process.

How long have you known the applicant? _____

How well do you know the applicant? _____

Please rate the applicant in each of the following areas by circling the appropriate answer:

(1=Unsatisfactory 2=Below average 3=Average 4=Above average 5=Exceptional N=No basis for judgment)

- | | |
|----------------------------------|-------------|
| 1. Intellect | 1 2 3 4 5 N |
| 2. Motivation / Initiative | 1 2 3 4 5 N |
| 3. Aptitude for problem solving | 1 2 3 4 5 N |
| 4. Leadership Ability | 1 2 3 4 5 N |
| 5. Cooperativeness | 1 2 3 4 5 N |
| 6. Creativity | 1 2 3 4 5 N |
| 7. Maturity | 1 2 3 4 5 N |
| 8. Interpersonal / Social Skills | 1 2 3 4 5 N |
| 9. Self-esteem | 1 2 3 4 5 N |
| 10. Emotional Stability | 1 2 3 4 5 N |
| 11. Verbal Communication Skills | 1 2 3 4 5 N |
| 12. Written Communication Skills | 1 2 3 4 5 N |
| 13. Career Potential | 1 2 3 4 5 N |

Would you consider employing this person again if there were a vacancy? Yes _____ No _____

Part III

Use the space below to elaborate upon any of the information provided in Part II and to provide any additional information that may be helpful in evaluating the qualifications of the candidate.

Reference's Official Recommendation - Please check one:

- Strongly recommend applicant for admission _____
- Recommend applicant for admission _____
- Recommend applicant for admission with the following provision _____

- Do not recommend applicant for admission _____

Print Name and Title _____

Signature _____

Date _____

Organization / Institution _____

Phone (_____) _____

Address _____

City _____ State _____ Zip _____