



# 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 address above 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 \_\_\_\_\_ Apt. # \_\_\_\_\_

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

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

### Part IV

#### 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 \_\_\_\_\_