

Laboratory Student Programs REFERENCE FORM

INSTRUCTIONS

- **To the Applicant:** You may use this form *or* an official reference form from your college or university. Complete Section 1 of this page and print your name at the top of page 2 before sending to the person providing the reference. Be sure to provide each reference with the address of the laboratory(s) to which you are applying.
- **To the Person Providing the Reference:** Thank you for your willingness to evaluate and provide information regarding this applicant. Your reply is critical because the applicant will not be considered for acceptance to a clinical laboratory science program without your appraisal. Please provide a candid appraisal of this applicant by completing Section 2 below and by providing narrative comments on page 2. The applicant should have provided you with the name and address of the laboratory(s) to which this reference form should be sent.

SECTION 1 (to be completed by applicant):

In accordance with the Family Education Rights and Privacy Act of 1974 (Public La 93-380), I understand that I have the right to review this letter of reference based on my preference, which I have indicated below.
(You must choose one.)

Non-confidential, open to my review

Confidential, not open to my review

Applicant's _____
Name (Print)

Applicant's _____
Signature

Address: _____

City/State/Zip: _____

Program Applying For (check one):

Medical Laboratory Science (MLS)

Histotechnician (HT)

SECTION 2 (to be completed by reference):

How well do you know the applicant? very well fairly well slightly

How long have you known the applicant? _____ In what capacity? _____

Has the applicant discussed career goals with you? yes no

Characteristics	Out- standing 4	Very Good 3	Good 2	Fair 1	Poor 0	Unable To Judge
Punctuality: Ability to meet scheduled times						
Quality of work: Level of thoroughness, accuracy						
Responsibility: Willingness to take on/assume responsibility						
Initiative: Self-starter						

Applicant's Name _____

Characteristics	Out-standing 4	Very Good 3	Good 2	Fair 1	Poor 0	Unable To Judge
Confidence: Extent to which applicant is confident in his/her judgments and performance						
Reaction to constructive criticism: Acceptance and action						
Team skills: Ability to work collaboratively with others						
Analytical skills: Ability to problem solve, correlate, and process information from multiple sources and to think critically						
Verbal skills: Clarity of expression, articulateness						
Written expression: Clarity, conciseness						
Motivation: Depth of commitment to pursuing a career in selected area						
Empathy: Sensitivity to the needs of others, consideration, tact						
Ability to work under pressure: Balance, ability to cope						
Organization: Efficiency, effective use of time						
Ability to work independently						

Please provide narrative comments about the applicant with a description of positive or negative attributes.
(Please use the space below or provide separate attachment.)

Overall recommendation: highest recommendation- recommend recommend do not
(please mark one box) without reservation with reservations recommend

Signature: _____

Date: _____

Printed Name: _____

Position/Title: _____

Institution: _____

City/State/Zip: _____

E-mail: _____

Phone: _____