Clinical Laboratory Science 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 Address:	(Print)		Applicant's Signature City/State/Zip:					
Program App	olying For (check one):	Cytotechnology	Histotechnology	Medical Technology				
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 appli	cant discussed career goals	with you?	es no					

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

Applicant's Name							
Charac	eteristics	Out- standing 4	Very Good	Good 2	Fair 1	Poor 0	Unable To Judge
Confidence: Extent to which app judgments and performance							
Reaction to constructive criticis	m: Acceptance and action						
Team skills: Ability to work coll Analytical skills: Ability to prob information from multiple sources	lem solve, correlate, and process						
Verbal skills: Clarity of expressi	on, articulateness						
Written expression: Clarity, con Motivation: Depth of commitme area							
Empathy: Sensitivity to the need	ls of others, consideration, tact						
Ability to work under pressure:	Balance, ability to cope						
Organization: Efficiency, effecti	ive use of time						
Ability to work independently							
Please provide narrative com (Please use the space below or		th a descript	ion of p	ositive	or neg	ative a	ttributes.
Overall recommendation: highest recommendation-without reservation		recommend				do not recommend	
Signature:		Date	e:				
Printed Name:		Position/Titl	e				
Institution:		City/State/Zip	o:				
E-mail:		Phone	e:				