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**College of Pharmacy and Health Sciences  
RECOMMENDATION FORM FOR APPLICANTS**

**For Applicant Use Only**

**Applicant's Waiver Certificate:**

*To the Applicant:* You may voluntarily waive your right to have access to a specific recommendation/evaluation written about you in accordance with Federal Family Education Rights and Privacy Act of 1974, by signing and dating this certificate. I waive, relinquish, and disclaim all my rights to have access to the recommendation/evaluation described in this form.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**FOR EVALUATOR USE ONLY**

Please complete this application and place in a sealed envelope.

Your signature is required over the seal. The applicant will submit the sealed envelope with his/her application.

NAME OF APPLICANT \_\_\_\_\_

In what capacity do you know applicant? Employee \_\_\_\_\_ Student \_\_\_\_\_

Other (please specify) \_\_\_\_\_ How long have you known applicant? \_\_\_\_\_

EVALUATED BY: \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Please Print Name Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Place of Employment Phone Number

We encourage you to make further comments to express, clarify, and reinforce your opinions regarding this applicant's strengths and weaknesses.

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<b>1. Punctuality</b>					
NA	1	2	3	4	5
	Habitually late		Usually on time		Always on time
<b>2. Initiative in performing tasks</b>					
NA	1	2	3	4	5
	Does things only when specifically assigned		Takes some initiative		Looks for things to do; does extra reading; tries to find solution to problems.
<b>3. Communication both in writing and verbally</b>					
NA	1	2	3	4	5
	Does not express self well		Communicates adequately		Easily expresses self
<b>4. Responsibility (attention to rules and regulations )</b>					
NA	1	2	3	4	5
	Unsatisfactory; takes no responsibility for work, equipment, rules or regulations		Takes some responsibility		Accepts responsibility; completes assigned tasks; takes care of equipment; obeys rules and regulations
<b>5. Emotional Maturity (patience and tolerance)</b>					
NA	1	2	3	4	5
	Does not know own limitations; unable to accept responsibility for own actions; does not demonstrate patience or tolerance		Does not always demonstrate patience, tolerance, or accept responsibility for own actions		Consistently accepts responsibility for own actions and is patient.
<b>6. Ability to follow instruction (on the job or in completing assignments)</b>					
NA	1	2	3	4	5
	Does the work first; reads the instructions later		Usually follows instructions		Consistently listens or reads carefully; good attention to detail.
<b>7. Organization</b>					
NA	1	2	3	4	5
	Slow to organize and start work		Adequately organizes to make the best use of time.		Very efficient and well organized.
<b>8. Quality of Work</b>					
NA	1	2	3	4	5
	Careless		Dependable; rarely find errors		Exceptional work; accurate and complete
<b>9. Dependability</b>					
NA	1	2	3	4	5
	Needs constant supervisions		Occasional supervision needed		Supervision required only in learning tasks
<b>10. Cooperation and Attitude (attitudes toward work, other students, employers fellow workers; ability to work with others)</b>					
NA	1	2	3	4	5
	Shows reluctance to cooperate; complains frequently; does not accept suggestions		Usually a good team worker; makes effort to cooperate; usually responds to suggestions.		Adapts to situation; cheerful; thoughtful of others; does not have to be asked