



WAYNE STATE
Eugene Applebaum College of
Pharmacy and Health Sciences

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

Applicant Only Section

Applicant Name: _____

Program Applying to: _____

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 _____

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.

1. Punctuality					
NA	1	2	3	4	5
	Habitually late		Usually on time		Always on time
2. Initiative in performing tasks					
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.
3. Communication both in writing and verbally					
NA	1	2	3	4	5
	Does not express self well		Communicates adequately		Easily expresses self
4. Responsibility (attention to rules and regulations)					
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
5. Emotional Maturity (patience and tolerance)					
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.
6. Ability to follow instruction (on the job or in completing assignments)					
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.
7. Organization					
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.
8. Quality of Work					
NA	1	2	3	4	5
	Careless		Dependable; rarely find errors		Exceptional work; accurate and complete
9. Dependability					
NA	1	2	3	4	5
	Needs constant supervisions		Occasional supervision needed		Supervision required only in learning tasks
10. Cooperation and Attitude (attitudes toward work, other students, employers, fellow workers; ability to work with others)					
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