

# Reference Form

Applicant Name

Date

**WAIVER OF ACCESS:** (If signed, document will not be available for applicant review.)

*I have chosen to waive the right to access of this evaluation statement.*

Applicant Signature

Reference Name

Title

Organization

## Instructions for Reference:

Please complete this form and return it to the applicant in a sealed envelope with your signature across the seal. The applicant is required to submit three such references in their application packet which has a final submission deadline of January 2. Thank you in advance for your time and for your prompt evaluation of this applicant.

Please complete the table below by placing X's in the box that best describes the applicant in terms of each of the descriptors. If you are unable to evaluate a particular descriptor, please mark the 'Unable to Evaluate' box. In addition, your written comments will be very beneficial in our review of this applicant. Please add them below or on a separate sheet.

	Outstanding	Exceeds Expectations	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Evaluate
Academic Achievement						
Cooperation and Attitude						
Dependability						
Efficiency and Organization						
Initiative						
Integrity						
Interpersonal Relations						
Leadership Abilities						

Written Comments Regarding Applicant: (May be added in the space that follows or submitted on a separate sheet.)

Reference Signature

Date