

Medical Assistant Program - Recommendation and Appraisal

This section to be completed by the applicant:		
The Family Educational Rights and Privacy Act of 1974 and its amendments guarantee students access to their educational records. Students may, however, waive their right of access to recommendations. The choice of the applicant regarding this recommendation is to be indicated below. Failure to sign will constitute acceptance of limited access.		
☐ I do waive ☐ I do not waive my right to inspect the contents of the following recommendation		
Signature Date		
Statement Concerning:		
Applicants Name		
	MI Last	
To be completed by person serving as reference:		
Name	Position	
Place of Employment	Business Phone () include area code	
Length of time you have known applicant: From:	/ To: / mm/yy	
Capacity in which you have known applicant (check all that apply): As a professional colleague Only casually Other As an employee		
Please check ONE statement in each category that best represents this applicant		
1. Learning Skills Very slow to grasp subject/work requirements; memorizes with little understanding.(1) Needs to exert extra effort to demonstrate minimal understanding or subject/work requirements. (2) Is above average in understanding subject/work requirements. (4) Quick to grasp subject/work requirements. (5) Not able to judge.	3. Written Communications Skills Unable to express ideas clearly in writing. (1) Has some trouble with logical order & grammar/punctuation. (2) Uses correct grammar & punctuation but has trouble with logical order. (3) Express ideas logically & succinctly in writing most of the time. (4) Outstanding in the written expression of ideas. (5) Not able to judge.	
2. Intellectual Curiosity and Innovativeness A follower; accepts things as they are. (1) Rarely asks meaningful questions or generates new ideas. (2) Raises some questions & tries to set forth new ideas. (3) Intellectually curious; frequently generates new ideas. (4) Outstanding ability to generate new ideas, great intellectual curiosity. (5) Not able to judge.	4. Oral Communications Skills Inarticulate; ideas not presented clearly. (1) Weak in oral skills including command of language & articulation. (2) Articulates fairly well but order of ideas is not always logical. (3) Good in articulating ideas clearly and logically. (4) Very articulate; outstanding command of language. (5) Not able to judge.	

	T
5. Sensitivity to Others No concern for ideas or needs of others, antagonistic. (1) Has trouble being respectful of other's ideas or needs; rarely tactful. (2) Tends to be respectful of others ideas and needs. (3) Usually considerate and tactful. (4) Very alert and tactfully responsive to others' needs & ideas. (5) Not able to judge.	10. Accountability Projects blame on others as reason for own actions. (1) Gives excuses for own actions. (2) In general accepts responsibility for own actions. (3) Nearly always accepts responsibility for own actions. (4) Thoroughly accountable for own actions. (5) Not able to judge.
6. Group Skills ☐ Never contributes toward group goals. (1) ☐ Interferes with attainment of group goals. (2) ☐ Has some difficulty as a member/leader of group. (3) ☐ Often regarded as a constructive group member/leader by peers. (4) ☐ Very effective as a leader/member in assisting group toward constructive goals. (5) ☐ Not able to judge.	11. Response to Stressful Situations □ Remains withdrawn, angry, confused, unrealistic, or depressed when under pressure. (1) □ Has difficulty proceeding constructively. (2) □ Tries to proceed constructively, occasionally is withdrawn or angry. (3) □ Self-controlled, rarely loses temper or withdrawn. (4) □ Extremely well-balanced. (5) □ Not able to judge.
7. Reliability Neglects following through with obligations/appointments. (1) Work is incomplete, carelessly done. (2) Completes work carefully but with prodding. (3) Meets obligations independently most of the time. (4) Thoroughly reliable; needs no supervision. (5) Not able to judge.	12. Ability to Make Decisions ☐ Totally indecisive. (1) ☐ Has difficulty analyzing problems and arriving at decisions. (2) ☐ Analyzes a situation correctly but has difficulty deciding on a course of action. (3) ☐ Generally competent in making decisions and taking actions on them. (4) ☐ Excellent in considering consequences of decisions and taking appropriate action. (5) ☐ Not able to judge.
8. Physical Abilities Low level of energy, easily tires. (1) Average capability physically; capable of normal 8-hour demands. (3) Can withstand rigors of accelerated program including long hours and strenuous physical demands. (5) Not able to judge.	 13. Toleration of Ambiguity ☐ Always requires excessive detail of assignments/exams in order to meet supervisor/instructor assignments. (1) ☐ Is uncomfortable in less structured situations; seeks guidance inappropriately. (2) ☐ Attempts to function with less structure and seeks guidance appropriately. (3) ☐ Usually can function comfortable in less structured situations. (4) ☐ Functions very effectively and comfortable without a rigidly defined, externally imposed structure. (5) ☐ Not able to judge.
9. Perseverance Gives up without trying. (1) Becomes discouraged easily when working towards goals. (2) Works on goals which are easily attainable but avoids difficult goals. (3) Works towards most goals until achieved. (4) Is always persistent in pursuing all goals. (5) Not able to judge.	My overall evaluation of this person as an applicant is: Strongly Recommend (5) Recommend (4) Recommend with Reservation (3) Do Not Recommend (0) Undecided (2) Additional comments may be appended. Thank you.
Briefly explain any decisions other than "Strongly Recomm	nend"
Signature	Date: