

PERSONAL REFERENCE

NAME OF APPLICANT: _____
(First Name) (Middle) (Last)

Applicant's Waiver of Right to Access

The Family Educational Rights and Privacy Act of 1974, as amended, (PL 93-380), allows a candidate for admission to waive his or her right of access to confidential letters or statements written in his or her behalf if the recommendation is used solely for the purposes of admission and if the candidate, upon request, is notified of the names of all persons making such recommendations on his or her behalf. The Diagnostic Medical Sonography Program at Southeast Technical Institute does not require that you make such a waiver as a condition for admission. However, under the legislation, you have the option of signing such a waiver as follows:

I hereby voluntarily _____ waive, _____ do not waive my right to examine this confidential evaluation.

Applicant's Signature: _____ Date: _____

- I.** How long have you known the applicant? _____
In what capacity have you known the applicant? _____
How well do you know the applicant? _____ Very Well _____ Fairly Well _____ Slightly

FOR QUESTIONS II-X, CIRCLE THE APPROPRIATE RATING:

II. COOPERATION

5. Enthusiastically helps others, does tasks without complaining.
- 4.
3. Does what is assigned but seldom shows interest beyond that task.
- 2.
1. Has difficulty working with people, prefers to do things their own way.

III. STABILITY

5. Tactful, even tempered, acts responsibly and tolerates pressure well.
- 4.
3. Sometimes irritated and confused, usually remains calm.
- 2.
1. Has difficulty under stress, loses temper easily, is a complainer.

IV. QUALITY OF PERFORMANCE

5. Requires minimum supervision, almost always accurate.
- 4.
3. Performance is reviewed with minor corrections for improvement.
- 2.
1. Careless, makes frequent errors, needs direct supervision.

V. PERSONAL APPEARANCE

5. Careful about personal appearance, good taste in dress.
- 4.
3. Generally neat and clean, somewhat more casual than preferred.
- 2.
1. Sloppy looking, looks out of place for the expected role.

VI. DEPENDABILITY

- 5. Always punctual, very conscientious and dependable in all things.
- 4.
- 3. Usually punctual.
- 2.
- 1. Poor in punctuality, not reliable.

VII. INITIATIVE

- 5. Demonstrates enthusiasm; self starter.
- 4.
- 3. Average enthusiasm, sometimes needs encouragement, sometimes looks for easier tasks.
- 2.
- 1. Does just enough to get by or seldom finishes task begun.

VIII. DECISION MAKING ABILITY

- 5. Makes decision quickly and intelligently, able to weigh pro's and con's and make the right decision.
- 4.
- 3. Usually makes the best decision after some thought, sometimes uncertain.
- 2.
- 1. Unable to set priorities, often changes mind, unsure of self.

IX. COMMUNICATION SKILLS

- 5. Communicates well with others, outgoing positive attitude.
- 4.
- 3. Hesitant and sometimes uncomfortable in communicating with others.
- 2.
- 1. Shy, reserved and keeps to self, avoids confrontations.

X. WHAT WOULD BE YOUR PERSONAL IMPRESSION OF THIS APPLICANT IF YOU WERE RESPONSIBLE FOR A POSITION THAT THIS PERSON WOULD FILL?

- 5. Definitely would hire or accept.
- 4. Would probably hire or accept.
- 3. Would hire or accept with reservations.
- 2. Would hire or accept if only the last resort.
- 1. Would not hire or accept.

XI. NARRATIVE

Briefly describe anything that you feel the Admissions Committee should know about the character, ability or the background of this applicant if not already addressed, or specific reasons why you have judged him/her as you have. (Include an extra page if you wish.)

EVALUATOR:

Signature: _____ Date: _____

Print Name: _____ Occupation: _____

Address: _____
