

Post-Doctoral Certificates

Must provide 3 recommendations. Appropriate references include the following:

- Your most recent employer/supervisor.
- A professor who can assess your professional and academic achievements if you have graduated in the last 5 years.
- A professional person or colleague (not a relative) who is well acquainted with your professional practice and academic achievement.

DIRECTIONS TO THE APPLICANT: Complete the first page of this form and give it to an individual who has agreed to serve as a reference.

Applicant Identifying Information

Last Name			First Name		
Address			Primary Phone(###-###-####)		
City	State	Zip Code	Email Address		

Recommendation Waiver

Do you wish to waive your right to examine this recommendation? Yes No

Please Note: If you waive your right to examine this recommendation, this form can only be submitted by the recommender.

Under the Family Educational Rights and Privacy Act of 1974, students have access to their education record, including recommendations. However, students may waive their right to view these recommendations, in which case they will be held in confidence

Applicant Signature:

Date:

Recommender Information

Last Name			First Name		
Email Address			Primary Phone(###-###-####)		

How long have you known the applicant?

_____ / _____
Years Months

In what capacity do you know the applicant?

Professionally / Academically

Company / Organization Information

Company / Organization			Position / Title		
Address	City	State	Zip Code		

Applicant Evaluation

Please select one item under each category.

A. CREATIVITY

- 1 Fails to incorporate new information
- 2 Maintains status quo; requires assistance with new information
- 3 Supports the development of new ideas; deals adequately with information
- 4 Contributes to development of new ideas; grasps new information
- 5 Generates new ideas; grasps new information easily
- 6 CANNOT JUDGE

B. INITIATIVE

- 1 Requires detailed instruction; dependent on others
- 2 Frequent supervision required; relies on others
- 3 Routine worker; requires supervision on new tasks
- 4 Resourceful; independent; paces self
- 5 A self-starter; seeks additional tasks
- 6 CANNOT JUDGE

C. ACCURACY

- 1 Makes frequent avoidable errors
- 2 Work is inaccurate
- 3 Adequate level of accuracy; occasional errors
- 4 Seldom makes an error; careful
- 5 Always accurate; work shows great attention to detail
- 6 CANNOT JUDGE

D. COMMUNICATION

- 1 Difficulty communicating ideas and intentions to others
- 2 Acceptable communication within nursing under normal circumstances
- 3 Communicates clearly within nursing under unusual circumstances
- 4 Communicates clearly to multiple audiences under unusual circumstances
- 5 Clear expression of ideas even under stress and can translate communication of others (negotiator) to multiple audiences
- 6 CANNOT JUDGE

E. PERSEVERANCE

- 1 Changes objectives; unable to complete tasks without direction
- 2 Not well focused; rarely completes tasks without direction
- 3 Usually focused; completes most tasks; requires some direction
- 4 Focused; completes tasks with only appropriate direction
- 5 Focused on objectives; completes tasks; overcomes obstacles
- 6 CANNOT JUDGE

F. ORGANIZATION

- 1 Unable to prioritize tasks; disorganized work habits
- 2 Variable efficiency in managing tasks
- 3 Reorganizes efficient ways of accomplishing tasks with some direction
- 4 Organizes work and accomplishes tasks with minimal direction
- 5 Prioritizes and accomplishes tasks independently
- 6 CANNOT JUDGE

G. PRODUCTIVITY

- 1 Insufficient; needs prodding
- 2 Does only required minimum
- 3 Good, average output
- 4 Usually does more than required
- 5 Energetic; highly productive
- 6 CANNOT JUDGE

H. LEADERSHIP

- 1 Does not understand how to get cooperation; poor discipline, too lax or severe
- 2 Frequent difficulty in obtaining cooperation; difficulty getting job done
- 3 Receives routine cooperation; gets satisfactory job done
- 4 Influences and inspires others; get job done well
- 5 Forceful leader; promotes top performance from others
- 6 CANNOT JUDGE

I. JUDGMENT

- 1 Poor judgment; likely to make illogical decisions
- 2 Fair judgment under normal circumstances; sometimes acts before thinking
- 3 Judgment good on routine matters
- 4 Thinks clearly and positively under unusual circumstances
- 5 Logical; sound judgment
- 6 CANNOT JUDGE

J. ADAPTABILITY

- 1 Has considerable difficulty in adjusting to any assignments
- 2 Has some difficulty when shifted to new/different assignments
- 3 Average amount of guidance needed to learn variety of duties
- 4 Usually learns new assignments with normal supervision
- 5 Highly flexible; can handle many varied assignments
- 6 CANNOT JUDGE

K. STRESS TOLERANCE

- 1 Easily irritated; finds pressures intolerable
- 2 Occasionally goes to pieces under pressure; is "jumpy" and nervous
- 3 Has average tolerance for crises; usually remains calm
- 4 Tolerates pressures; tolerates crises better than most
- 5 Thrives under pressure; enjoys challenges and problems
- 6 CANNOT JUDGE

L. DEPENDABILITY

- 1 Unreliable; needs detailed supervision and follow-up
- 2 Somewhat unreliable; requires occasional check on routine tasks
- 3 Usually can be depended on, but must be checked on important matters
- 4 Usually meets responsibilities carefully and correctly
- 5 Merits utmost confidence
- 6 CANNOT JUDGE

M. OVERALL POTENTIAL FOR GRADUATE STUDY

- 1 Unlikely to be successful in graduate studies
- 2 Likely to have some difficulties in graduate studies
- 3 Has potential for success in graduate studies
- 4 Likely to be successful in graduate studies
- 5 Very likely to be successful in graduate studies
- 6 CANNOT JUDGE

Additional Comments about the applicant:

Recommender Signature:

Date:

NOTE: Digital signature is acceptable if the form is submitted from the recommender's email address that the applicant listed on their application.

Recommendation forms received by the School of Nursing & Health Professions are the property of UMass Global. They are confidential and will only be reviewed by the faculty on the UMass Global Admissions Committee or in an advisement position.