

Undergraduate Reference Form

Reference may be academic or professional. Examples include but are not limited to, instructor, advisor, manager, co-worker or person familiar with past performance and future goals

Candidate Name: _____

Applicant must complete waiver section, save as PDF, and send to evaluator for completion.

Waiver:

I understand that, under the provision of the Family Educational Rights and Privacy Act of 1974 (FERPA), I have the right to examine this recommendation unless such right is waived. (Please indicate below whether you wish to waive this right by checking the appropriate box and completing the signature and date.)

expressly waive my right to examine or otherwise have access to this recommendation.

I do not expressly waive my right to examine or otherwise have access to this recommendation.

Signature: _____ **Date:** _____

Unless the above waiver is checked and signed, this recommendation may be examined by the applicant.

Evaluation

	Superior	Above Average	Average	Below Average	Not Observed
Knowledge of subject matter					
Oral and Written Communication					
Critical Thinking- Problem Solving					
Qualities of Leadership					
Interpersonal skills in working with peers, other disciplines, clients & family					
Dependability/Attendance/ Completion of Assignments					
Ability to Plan and Organize					
Relationships with Others					

Please include comments regarding when, where, duration, and circumstances of candidate's performance.

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Evaluator Information

DATE
NAME
POSITION
EMAIL
SIGNATURE

Form may be submitted electronically or to Allen College directly from reference or applicant:

Mail | Allen College
Attn: Admissions
1825 Logan Ave
Waterloo, IA 50703

Email | admissions@allencollege.edu

Fax | (319) 226-2010

Questions | Contact (319) 226-2014 or admissions@allencollege.edu

