**Recommendation Form**

**Confidentiality Waived?**  Yes  No

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is applying for admission into our Medical Laboratory Science training program to complete the studies required to qualify for certification as a Medical Laboratory Scientist. The goal of the program is to select those individuals most likely to satisfactorily complete the clinical program and become outstanding medical laboratory scientists. Please give frank and careful evaluation of this candidate’s abilities, as your comments are an essential factor in the selection process.

*Student Name*

How long have you known the applicant? \_\_\_\_\_\_ / \_\_\_\_\_\_ In what capacity? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Years Months*

**Please check the single most applicable response per category:**

|  |  |
| --- | --- |
| *Academic Ability:*   * Brilliant, exceptional, ‘A’ student * Exceeds expectations, ‘B’ student * Meets requirements, ‘C’ student * Unacceptable performance, ‘D/F’ student * No basis to judge | *Manual Dexterity:*   * Remarkably adept, uses equipment well * Acceptable performance * Acceptable, but slow performance * Unacceptable lab performance * No basis to judge |
| *Motivation:*   * Strong drive, follows through on plans * Moderate drive, definite goals * Average ambition, unclear goals * Lacks drive, no defined goals * No basis to judge | *Reliability:*   * Consistently dependable, prompt * Usually dependable, accurate * Questionable, sometimes on-time * Unreliable * No basis to judge |
| *Quality of Work:*   * Exceptionally high quality, careful, neat * Well organized, great quality * Work is occasionally sloppy or rushed * Below standards, unorganized * No basis to judge | *Ability to listen and follow directions:*   * Clear understanding, requires little support * Usually picks up on important details * Requires assistance to follow procedures * Unable to perform tasks properly * No basis to judge |
| *Judgement:*   * Clear ability to evaluate pertinent facts * Good decisions on routine matters * Sometimes renders wrong conclusion * Reckless, does not think things through * No basis to judge | *Leadership:*   * Always assumes responsible role * Often assumes responsible role * Accepts, but does not seek leadership * Refuses leadership role * No basis to judge |

|  |  |
| --- | --- |
| *Safety:*   * Efficient, innovate use of safety measures * Follows policies closely, safely * Occasionally inconsistent with policies * Disregards safety measures, harmful * No basis to judge | *Respect:*   * Welcoming, inspires collaboration * Supports, promotes civility among team * Fails to attempt to resolve conflict * Behaviors negatively impact team * No basis to judge |
| *Integrity:*   * Honest, responds very well to criticism * Consistency between works and actions * Speaks unfavorably of others, self-serving * Unreliable, does not consistently tell truth * No basis to judge | *Compassion:*   * Supports others, acts as a partner * Recognizes emotional state of others * Fails to show empathy * Temperamental, impatient, blames others * No basis to judge |
| *Communication, Written:*   * Excellent grammar, spelling. Clarity focused * Writes clearly with few errors. * Average, fairly effective. * Below average, often ineffective * No basis to judge | *Communication, Oral:*   * Articulate, poised, organized * Speaks well and to the point. * Average, fairly effective. * Below average, often ineffective * No basis to judge |
| *Overall Attitude:*   * Very suitable for student position * Meets minimum expectations * Not suitable for student position | *Overall Professionalism:*   * Very suitable for student position * Meets minimum expectations * Not suitable for student position |

Please include any additional comments or clarifications that you think are relevant:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Reference Name*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Position Title Organization*

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*Telephone Email*

**Please send completed forms to:**

Kate Orlandi, Program Director ● Cox School of Medical Laboratory Science

3801 S. National Ave. ● Springfield, MO 65807