# University of Iowa, Medical Laboratory Science Program

# University of Iowa Medical Laboratory Science Program Reference Form

Name of Applicant: First MI Last						
	First	MI	Last			
statement befor		ne evaluator. Thi		nplete and sign the following nce with Federal Law PL 93		
I waive my right of access to this letter of recommendation.						
I do not waive my right of access to this letter of recommendation.						
Applicant Signature			Date			
How long have	you known the applicant?					
In what capacity	to you know the applican	t?			<del></del>	
How well do you know the applicant:		_ Very well _	Fairly well	Slightly		
	CATE YOUR OPINION APPROPRIATE RATIN		LICANT WITH REGA	ARD TO EACH FACTOR	ВҮ	
Dependability/	Attendance					
5	Always punctual; very conscientious and dependable; minimal absenteeism					
4 3 2	Usually punctual; absenteeism average/acceptable; usually reliable					
1 NA	Poor punctuality; excessivunable to evaluate	ve absenteeism;	unreliable			
Cooperation/in						
5	Energetic, enthusiastic; a	self-starter; perfe	orms all tasks willingly a	and without complaint		
4 3	Average enthusiasm; sometimes needs encouragement; does only what is assigned					
2 1 NA	Does just enough to get by or seldom finished a task; lazy, uncooperative					

## Communication

- 5 Communicates well with other; outgoing, positive attitude
- 4
- 3 Hesitant and sometimes uncomfortable in communicating with others
- 2
- 1 Shy, very reserved; avoids meeting and interacting with others
- NA Unable to evaluate

#### **Quality of Performance**

- 5 Requires minimum supervision and completes work accurately and on a timely basis
- 4
- 3 Requires some supervision and completes work accurately most of the time
- 2
- 1 Needs direct supervision to correct frequent errors
- NA Unable to evaluate

#### **Personal Appearance**

- 5 Displays a professional demeanor; dresses appropriately for the occasion
- 4
- 3 Generally neat and clean, somewhat more casual than preferred
- 2
- 1 Dresses inappropriately; hygiene needs improvement
- NA Unable to evaluate

## Stability/Acceptance of Criticism

- 5 Tactful, even-tempered, tolerates pressure and accepts constructive criticism well
- 4
- 2 Sometimes frustrated and confused; usually accepts constructive criticism well
- 2
- 1 Has difficulty under stress; loses temper, especially when offered constructive criticism
- NA Unable to evaluate

## **Decision-Making Ability**

- 5 Makes decisions quickly and intelligently after evaluating information
- 4
- 3 Usually makes the best decision after some thought; sometimes uncertain
- 2
- 1 Unable to set priorities; often changes mind; unsure; makes poor choices
- NA Unable to evaluate

# Honesty/Integrity

- Above reproach; truthful; readily admits mistakes and corrects them, or seeks help
- 4
- 3 Usually admits mistakes; generally seeks help to correct them
- 2
- 1 Hides errors or blames them on others; not trustworthy
- NA Unable to evaluate

4	Would probably		
2	Would with reservations		
2	Would only as a last resort		
1	Would not		
Has the stud	dent required tutoring, had to retake exams, or otherwise had difficulty in courses?		
Yes	No N/A		
If yes, please			
, , , , , , , , , , , ,			
NARRATIVE	COMMENTS (Please state specific strengths and weaknesses that you have observed.)		
	etter of recommendation if you wish.)		
(infortable a fe	tion of recommendation in you wishing		
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Name:			
Position			
1 03111011			
Email addres	ss:		
Email addice	··		
Date			

If you were responsible for accepting/hiring this applicant, you

Would definitely

5

Return to:

MLS-program@uiowa.edu

Please complete and return by April 1st.