

## PART A – To be completed by student

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Please read the paragraph below very carefully and select “confidential” or “non-confidential” in the appropriate space before giving this form to the individual writing the recommendation. This letter of reference must be completed by employers, supervisors and/or professors.

Name of Applicant: \_\_\_\_\_

The applicant has chosen that this statement be  **CONFIDENTIAL** or  **NON-CONFIDENTIAL**, according to the Family Education Rights and Privacy Act of 1974. Confidential references are prepared for the use of the Office of Graduate Studies & Adult Education and should not be shown to the candidate. Non-confidential references may be viewed by the candidate.

## PART B - To be completed by reference

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The following information will be used in making an evaluation of the applicant's strengths and weaknesses as related to graduate study. Please use additional paper if necessary.

1. In what professional and/or personal capacity and for how long have you known the applicant?

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2. How well does the applicant express himself/herself verbally? In written form?

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3. Please comment on the applicant's analytical ability and research skills.

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# REFERENCE – M.S. in Human Resources Management

4. Please discuss any special factors in the applicant's background which demonstrate motivation and preparation for graduate work.

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5. Please make any additional comments you may have about the applicant's personal qualities, extracurricular activities and general strengths or weaknesses.

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6. Please check one: (overall rating)

- Strongly Recommend
- Recommend
- Recommend with Reservation
- I do not recommend this applicant for admission to graduate study.

Please print:

Name: \_\_\_\_\_  
*First* *Last* *Middle*

Employer: \_\_\_\_\_ Title: \_\_\_\_\_

Business Address: \_\_\_\_\_  
*City* *State* *ZIP Code*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_