

**McDaniel College**

Office of Graduate and Professional Studies

Human Resources Development Program

2 College Hill

Westminster, MD 21157-4390

Phone: 410-871-3351

V/TTY: 410-857-2055

Fax: 410-857-2515

**Applicant Reference Form**

*To the Candidate:* In compliance with the Family Education Act of 1974, check the statement Below that best describes your preference for access to this recommendation:

I hereby waive my rights of access to this recommendation.

I do not waive my rights of access to this recommendation.

Candidate's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

The individual listed above has applied for graduate study in the Human Resources Development Program at McDaniel College. Please provide a candid written evaluation of this individual. In your letter, please describe and give examples of the candidate's strengths, level of motivation to complete graduate study, and evidence of his or her professional potential.

Please also complete the chart on page 2, rating the candidate on specific skills and characteristics in comparison with peers. Mail or fax your written evaluation and the completed chart along with this cover sheet to the address or number listed above.

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

Your Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Title/Department/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please rate the candidate on the following skills or characteristics in comparison with his or her peers. (Indicate one of the six rating options for each skill/characteristic.)

Skill/Characteristic	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%	No Opportunity to observe
Written Communication						
Oral Communication						
Interpersonal skills						
Analytical Skills						
Teamwork						
Research						
Leadership						
Organization						
Initiative						
Integrity						