

UNIVERSITY OF UTAH - OCCUPATIONAL THERAPY PROGRAM

EMPLOYER REFERENCE

This form is to be completed by a work supervisor who has direct knowledge of the applicant's work. Please complete this form, seal it in the attached envelope (or other envelope), sign across the seal on the back of the envelope, and return it to the applicant.

TO BE COMPLETED BY THE APPLICANT

Applicant's Name _____

Applicant's Address _____

I authorize _____ to complete this recommendation form, and understand that the information will remain confidential.

WAIVER

I understand that I have the right to review letters of recommendation upon acceptance to the program, unless I have signed a waiver. By signing below, I waive my right to review letters of recommendation written on my behalf. I recognize that signing this waiver is not a condition of admission.

Applicant's Signature

Date

To the referral source:

The applicant is applying for admission to an entry-level master's program in occupational therapy. The review committee is very interested in information that reflects the individual's performance in a number of situations. We appreciate your considered and honest review of this applicant.

Note: If the above waiver has not been signed, the applicant will have later access to your referral upon request.

Name and title of Employer/Supervisor _____

Organization/Agency _____

Address _____

How long have you known the applicant? _____ years _____ months

In what capacity have you known the applicant? _____

Please rate the applicant on the following criteria based on his/her performance of required work tasks:

	Exceptional Greatly exceeds expected performance levels for a worker in this position	Good Above expected performance levels for a worker in this position	Average Works at expected levels for a worker in this position	Fair Slightly below expected performance level for a worker in this position	Poor Does not meet performance expectations for a worker in this position	Unable to Judge Skill listed is not an expectation of this position
Ability to learn new tasks and concepts						
Ability to comprehend complex information and instructions						
Ability to work independently						
Initiative displayed in work situation						
Dependability						
Ability to make sound judgements						
Ability to work collaboratively with others						
Interacts professionally with clients						
Verbal communication skills						
Written communication skills						
Displays a positive outlook						
Deals effectively with stressful situations						

Summary Comments:

Recommendation Summary: (please check one)

- I highly recommend the applicant
- I recommend the applicant
- I recommend the applicant with some reservation
- I do not recommend the applicant

Signature

Date