

RECOMMENDATION FOR ADMISSION UNA COUNSELOR EDUCATION PROGRAM

Directions to Applicant: Please use this form to obtain recommendations from current or former supervisors or instructors.

This recommendation is confidential to the extent permitted by law.

_____ I hereby waive my right of access to any information contained in the recommendation below.

Applicant's Name (please print or type) _____

Applicant's Signature: _____ **Date:** _____

Directions to Reference: Please complete this recommendation form and return it to the address given below. Thank you for your assistance. Please rate the applicant in comparison with other persons who have worked for or with you, according to the following scale:

4 = Excellent 3 = Good 2 = Fair 1 = Poor NA – Not applicable
Highest 10% Lowest 25% Haven't Observed

	4	3	2	1	NA
<u>Commitment</u> – works to accomplish goals of organization, energetic, does more than necessary, strives to excel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Dependability/responsibility</u> – punctual, low absenteeism, completes assigned tasks when due.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Competence</u> – performs effectively, desires to learn, recognizes limitations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Communication</u> – uses good writing and speaking skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Cooperation</u> – works well with others, good human relationship skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Flexibility</u> – willing to adjust and change plans, if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Regard for others</u> – communicates concern and respect for others, respects differences in others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Tolerance for stress</u> – shows courage during trying circumstances, remains calm during stressful times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Self-discipline</u> – ability to manage time, skills, and energy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Self-directed</u> – minimum direction needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationship to applicant (e.g., supervisor, instructor): _____

Length of association with applicant: _____

Dates of most consistent contact with applicant: _____

Additional comments: _____

Reference's Name (please print or type)

Signature	Position	Date	
Address	City	State	Zip Code

Please mail to:

Paula Hailey, CAP-OM
Administrative Assistant
Department of Counselor Education
UNA Box 5107
Florence, AL 35632-0001

OR email to:

pbhailey@una.edu