

PACIFIC UNIVERSITY OREGON
MASTERS OF HEALTHCARE ADMINISTRATION PROGRAM
EMPLOYER EVALUATION OF APPLICANT

Name of Applicant _____
Last First Middle

To the evaluator: The person named above is applying to the Masters of Healthcare Administration Program at Pacific University Oregon and has requested that your evaluation be included as part of the information on which we will base our admission decision. Please assist us in our evaluation of this applicant by responding frankly to the questions on this form. If you do not know the applicant well, please return the form to the applicant so that it may be given to another evaluator. An additional typewritten letter of evaluation is optional and not required for completion of this application.

The admission procedure of the Pacific University Oregon graduate programs require the applicant to gather the letters of evaluation (and other documents) and submit a complete set of documents with the application. The advantage of this system is that the applicant knows the application is complete when it is submitted. After completing this form, place it in the envelope provided, seal the envelope, and sign it across the seal. Return it to the applicant who will forward it, unopened, to the Office of Admissions. Thank you for your assistance.

The U.S. Family Education Rights and Privacy Act of 1974 (FERPA) requires that permanent files be open to successful applicants who then enroll in a college or university. To comply with FERPA and to ensure a candid response from evaluators, the Office of Admissions will remove from the applicant's file the completed letters of evaluation of all successful applicants prior to the student entering Pacific University. Thus, your comments will not reach the applicant.

Respond candidly to the following questions.

1. Briefly describe your relationship to this candidate including length of acquaintance.

2. What strengths does this candidate possess (including personal and interpersonal attributes) which encourage your recommendation toward a career in healthcare administration?

3. Does the applicant exhibit any behaviors, attitudes, or personality traits which would be of concern to you? Please describe.

~~OVER~~

4. Rate the following characteristics of the applicant, in relation to the applicant's peers. Check one.	Exceptional Top 10%	Above Average Top 25%	Average Top 50%	Below Average Lower 50%	N/A
Interest and concern for others (openness, cooperation, ability to empathize versus sympathize). Comments:					
Written communication skills (effective, concise, well-structured with correct use of grammar, punctuation, and spelling). Comments:					
Oral communication skills (follows a logical thought process, effective in asking appropriate questions and presenting detailed information). Comments:					
Ability to work with others (cooperative, eager to learn, effective at listening, reacts appropriately to criticism). Comments:					
Ability to use common sense, be self-motivated, and work independently. Comments:					
Maturity and emotional stability. Comments:					
Work habits – commitment, punctuality and attendance. Comments:					

5. How would you rate the applicant's prospects for success in the healthcare administration program?

- Excellent
 Above Average
 Average
 Below Average

6. In a group of 100 qualified applicants, where would you rank this individual?

- Top 1%
 Top 10%
 Top 25%
 Top 50%
 25-50%
 0-25%

7. Would you employ the applicant? Yes No

Comments:

Signature of Evaluator _____ Date _____

Print name _____ Occupation _____

Employer _____

Complete Address _____ Phone _____

_____ E-mail _____

If the admissions committee has further questions regarding the applicant, may we phone or e-mail you? Yes No

Office of Admissions
Pacific University
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