

**UNIVERSITY OF PUGET SOUND 2005 DOCTOR OF PHYSICAL THERAPY PROGRAM
EMPLOYER REFERENCE**

This form is to be completed by a person who has supervised you within a paid position. If you have never held paid employment, please contact Kathie Hummel-Berry, Director of Physical Therapy (253-879-3531, hummel@ups.edu) to discuss an alternative.

Part 1: To be completed by the applicant

To: _____
Name of Employer

Applicant: _____
Name

Name of Employment Setting

I waive my right to see this appraisal.

Employer's Address

Signature of applicant

City State Zip

I do not waive my right to see this appraisal.

Work: () _____
Area code Employer Telephone

Signature of applicant

Home: () _____
Area code Employer Telephone

REFERENCES ARE SUBJECT TO VERIFICATION.

Part II: To be completed by Employer.

The above named applicant is applying for admission to the University of Puget Sound Doctor of Physical Therapy Program. Because the Physical Therapy Admission Committee does not use personal interviews in its selection process, the references obtained by the applicant are extremely important parts of the overall application. Because the Physical Therapy Admission Committee uses a standardized rating system, it is essential that you fill out this form and make a response to each question. You are strongly encouraged to write in explanatory comments by the questions, and you are also very welcome, although not required, to attach a letter with further thoughts. **Be sure to circle a response for each question on the opposite side of this page.**

Both the applicant and the Admission Committee will appreciate your prompt completion and sending of this form. The application is not complete until your recommendation is received. **Deadline for application completion is January 15, 2005.** Thank you for your cooperation.

The above named applicant has been asked to obtain a reference from a person who supervised them in paid employment (or in the absence of paid employment, has been given permission to seek a reference from another sort of supervisor). Please describe below the nature and extent of your contact with the applicant.

What was the nature (direct supervisor, business owner, etc.) of your relationship with the applicant?

How long was your association with the applicant within the relevant setting?

What were the applicant's duties in your setting?

After you have completed the opposite side of this form, mail the form to: The University of Puget Sound, Office of Admission, 1500 North Warner Street #1062, Tacoma, Washington 98416-1062; or FAX to: 253-879-3993. The application deadline is January 15, 2005; reference forms must be postmarked by that date if mailed, or received at Puget Sound if FAXed.

Employer Reference

- | | |
|---|--|
| 1. Is the applicant reliable and conscientious in terms of being on time, keeping commitments, and job performance? | 4 Exemplary
3 Above average
2 Yes, with slight concerns (please comment)
1 Serious concerns about these qualities
X No basis for judgment |
| 2. Does the applicant take responsibility for the quality of his or her job performance? | 4 Absolutely
3 For the most part
2 Somewhat (please comment)
1 Typically not
X No basis for judgment |
| 3. How effective are the applicant's oral communication skills? | 4 Extraordinary
3 Good
2 Adequate, with reservations (please comment)
1 Inadequate for this position
X No basis for judgment |
| 4. How effective are the applicant's written communication skills? | 4 Extraordinary
3 Good
2 Adequate, with reservations (please comment)
1 Inadequate for this position
X No basis for judgment |
| 5. Does the applicant seem quick to learn and understand new concepts and duties? | 4 Extremely quick
3 Quick
2 Reservations about ability (please comment)
1 Has difficulty learning new things
X No basis for judgment |
| 6. Does the applicant appropriately seek supervision? | 4 Utterly trustworthy in this
3 Almost always appropriate about this
2 Reservations about behavior (please comment)
1 Unreliable to seek supervision as needed
X No basis for judgment |
| 7. How well does the applicant respond to supervision? | 4 Extraordinarily well
3 Well
2 Reservations about response (please comment)
1 Inadequate
X No basis for judgment |
| 8. How well does the applicant relate to peers and subordinates? | 4 Extremely well
3 Well
2 Some reservations about this (please comment)
1 Poorly
X No basis for judgment |
| 9. How would you describe the applicant's judgment and maturity? | 4 Extraordinary
3 Good
2 Adequate, with reservation (please comment)
1 Inadequate
X No basis for judgment |
| 10. Would you recommend this applicant to another employer for the same or a similar position? | 4 Absolutely, without reservation
3 Probably
2 With caution (please comment)
1 Not at all
X No basis for judgment |

Signature and Title of Employer

Date