



A TECHNICAL COLLEGE
SCRANTON - PENNSYLVANIA

Applicant Reference Report

Name of Applicant: _____ Social Security Number: _____

Current Address: _____

Applying for the _____ degree program

AUTHORIZATION FOR WAIVER TO BE READ AND SIGNED BY THE APPLICANT: This waiver is not required as a condition of admission to Johnson College for study. *I understand my right under the U.S. Family Rights and Privacy Act of 1975 to review confidential appraisals placed in my file on or after January 1, 1975 that are submitted with reference to admission to a program of study at the college. I do () do not () waive my right to review this reference report.*

Date: _____

Signature of Applicant

TO THE APPLICANT: Complete the above information and send this form to the individual who will be providing your reference. The Evaluator should send reference reports directly **to Johnson College, Admissions Office, 3427 North Main Avenue, Scranton, Pennsylvania, 18508-1495**. Once received, this reference will be the property of Johnson College and will not be returned.

TO THE EVALUATOR: Please complete the information requested on both sides of this form. If you need to use additional sheets of paper, please staple them to this form. Your comments will be held completely confidential, if the applicant has waived his or her rights. Your candid completion of this evaluation is appreciated. Please send this form to the address listed above.

Name of Evaluator: _____
(Print)

How long and in what capacity have you known the applicant? _____

In evaluating this applicant, with what reference group are you making comparisons? Educational Professional
 Character

Keeping in mind your reference group, please evaluate the applicant as fairly as you can in each of the categories below by circling the appropriate number on the scale. 1. Outstanding 2. Good 3. Satisfactory 4. Unsatisfactory 5. Unable to judge.

Intellectual Ability	1	2	3	4	5
Academic Achievement	1	2	3	4	5
Creative and Skill Qualities	1	2	3	4	5
Maturity and Emotional Stability	1	2	3	4	5
Leadership Potential	1	2	3	4	5
Initiative	1	2	3	4	5
Ability to Express Ideas and Feelings Orally	1	2	3	4	5
Ability to Communicate in Writing	1	2	3	4	5
Ability to Accept Constructive Feedback	1	2	3	4	5
Sensitivity	1	2	3	4	5

Each Reference Report Form is two-sided. • Please photocopy this form if needed.

We are especially interested in your comments regarding this applicant's aptitude for technical study.

What do you consider to be the applicant's major strengths?

In what area does the applicant need further development?

Summary Evaluation

_____ I **strongly recommend** this applicant for admission and I believe that she/he has the capability to perform at a superior level.

_____ I **recommend** this applicant for admission and believe her/his performance should be comparable to that of most students.

_____ I believe that the applicant's qualifications are **marginal**, but the applicant has potential and would benefit from study in your program.

_____ I **do not** recommend this applicant for admission to your program.

Evaluator's Signature

Date

Evaluator's Name (Type or Print)

Evaluators Position or Title

(_____) _____
Evaluators Phone Number

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