

EAST CENTRAL UNIVERSITY

OFFICE OF CAREER DEVELOPMENT

GENERAL REFERENCE

The student named below has given your name as a reference to be included in his/her active credential file. In order that we may be in compliance with the Family Educational Rights and Privacy Act of 1974, we have given this registrant or alumnus the option of establishing an open or confidential file.

(Student, please check one)

(Open) I wish my file to be non-confidential. If I choose, I may read my reference that has been written on my behalf.

(Closed) I wish my file to be confidential. I do not wish to read my reference that has been written on my behalf.

We would be pleased to receive from you a statement, concerning the candidate, which you would be willing to have quoted to employment officials. Please keep in mind that the reference statement is intended to support the student's candidacy for employment. On behalf of the student, thank you for your cooperation. Please return the reference at your earliest convenience to: Office of Career Development, PMB #S-17, 1100 E. 14th St., East Central University, Ada, OK 74820

Name _____
 (Student, please sign your name)

Please rate:

| | | | | | | | | | | | |
|---|-------------|---|---------------|---|---------|---|---------------|---|------|---|---------------------------|
| 5 | Outstanding | 4 | Above Average | 3 | Average | 2 | Below Average | 1 | Poor | 0 | No Opportunity to Observe |
|---|-------------|---|---------------|---|---------|---|---------------|---|------|---|---------------------------|

| | | | | | | | |
|--|-------------------------|--|-------------|--|-----------------------|--|-----------------------------|
| | Professional Appearance | | Cooperation | | Reaction to Advice | | Ability to Communicate Well |
| | Enthusiasm | | Initiative | | Reaction to Criticism | | Ability to Speak |

General Comments:

How long have you known the candidate? _____ In what capacity? _____

Reference supplied by: _____, Title: _____

Name and address of school, institution or organization: _____

Signature: _____ Date: _____