REFERENCE – APPLICANT RATING FORM
MASTER of SCIENCE in HUMAN RESOURCES

East Central University
Department of Human Resources
1100 East 14th Street, PMB Z-2
Ada, OK 74820

Applicant’s Name / Option: ________________________________ Date: 7/1/2014

1) In what capacity have you known the applicant? ________________________________

2) How long have you known the applicant? ________________________________

3) How well do you know the applicant?  □ Very Well  □ Well  □ Not Very Well

In making decisions about the various areas listed below, compare the applicant with other persons you may have known with similar backgrounds and training. Mark one (1) if you feel you do not know enough about the applicant in a specific area.

1 = Do Not Know  2 = Disagree  3 = Agree, Low Confidence  4 = Agree, Moderate Confidence  5 = Agree, High Confidence

A. The applicant has demonstrated enthusiasm about training and working with persons with mental health issues. (Respond only if the applicant is applying to a counseling option) □ 1 □ 2 □ 3 □ 4 □ 5

B. The applicant has demonstrated the abilities and discipline necessary to do graduate work □ 1 □ 2 □ 3 □ 4 □ 5

C. There is a high correlation between what the applicant has said and what was done. □ 1 □ 2 □ 3 □ 4 □ 5

D. The applicant is a self-starter, willing to make decisions and take action. □ 1 □ 2 □ 3 □ 4 □ 5

E. The applicant takes full responsibility for his/her actions. □ 1 □ 2 □ 3 □ 4 □ 5

F. The applicant is a warm and caring person. □ 1 □ 2 □ 3 □ 4 □ 5

G. The applicant seeks out opportunities for new and diverse learning. □ 1 □ 2 □ 3 □ 4 □ 5
H. The applicant is flexible and open-minded (is responsive to others and revised thinking when “a better way” becomes evident).

1 2 3 4 5

I. The applicant quickly recovers from disappointment and failure.

1 2 3 4 5

J. The applicant is able to cope with uncertainty and ambiguity.

1 2 3 4 5

K. The applicant is responsive to feedback and supervision.

1 2 3 4 5

L. The applicant appears mature and makes good decisions.

1 2 3 4 5

M. If I were an employer and the applicant had the necessary academic background and training, I would:

1) welcome the opportunity to employee him/her; 1 2 3 4 5

2) be satisfied he/she would be accepted by and get along with other employees 1 2 3 4 5

Reference
Name: __________________________   Position: __________________________

Employer: __________________________

Address: __________________________

Work Phone Number: __________________________

Signature: __________________________   Date: __________________________