Physician Assistant Program at Harlem Hospital Center

Please provide this information to your reference.

INSTRUCTIONS FOR COMPLETING REFERENCE FORM

APPLICANT'S NAME: ____________________________

The above applicant has listed you as a reference on the application being submitted for Admission to The City College of New York/Sophie Davis School of Biomedical Education Physician Assistant Program. Before further consideration can be given to this application, it is necessary that we obtain the information requested on the REFERENCE form.

This completed form with an attached reference letter on official letterhead must be submitted by the applicant in a sealed and signed envelope with their completed application. Your letter should include information that indicates your personal knowledge of the applicant's abilities to succeed in a rigorous medical education program, the applicant's ability to interact with members of a team, accept responsibility for their actions and, in general, overall suitability to enter a medical profession. Please feel free to include any other information you feel would be valuable to the admissions committee when they review this application. This applicant has completed and submitted a release for reference as part of the application process. You may be assured that any information you provide will be kept in the strictest confidence.

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Thank you,
The Admissions Committee
DATE: __________________

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A. EVALUATION INFORMATION:

1. How many years have you known the applicant? _________

2. Your relationship to the applicant is that of:
   a. Employer [ ]
   b. Supervisor [ ]
   c. Commanding Officer [ ]
   d. Co-worker [ ]
   e. Other (specify) __________________________

B. APPLICANT TRAIT EVALUATION:

Please evaluate the applicant on his/her actual observed performance as compared with others of the same rate. Please check the appropriate box.

1. MOTIVATION: The desire of the applicant to increase his/her capability to contribute to his/her organization and to society in general.
   a. Highly motivated [ ]
   b. Effectively motivated [ ]
   c. Inconsistent [ ]
   d. Purposeless [ ]
   e. Not observed [ ]

2. CONCERN FOR OTHERS: The thought and consideration of others feelings and the applicant's ability to view all parameters of circumstances.
   a. Sincerely and actively concerned [ ]
   b. Generally concerned [ ]
   c. Occasionally concerned [ ]
   d. Indifferent [ ]
   e. Not observed [ ]

3. RESPONSIBILITY: The applicant's ability to assume moral and mental accountability for inherent burdens of work and society.
   a. Consistently and reliably assumes responsibility [ ]
   b. Consciously assumes responsibility [ ]
   c. Generally dependable [ ]
   d. Unreliable [ ]
   e. Not observed [ ]

4. INTEGRITY: The applicant's adherence to honesty in his dealings with others.
   a. Consistently trustworthy [ ]
   b. Generally honest [ ]
   c. Occasionally questionable [ ]
   d. Not dependable [ ]
   e. Not observed [ ]

5. EMOTIONAL STABILITY: The applicant's ability to react under stress in a mature and dependable manner.
   a. Exceptionally stable [ ]
   b. Well balanced in most situations [ ]
   c. Generally hyperemotional or apathetic [ ]
   d. Excitable or unresponsive under stress [ ]
   e. Not observed [ ]

6. ADAPTABILITY: The applicant's ability to work with and under the direction of others.
   a. Relates exceptionally well and promotes good morale [ ]
   b. Relates well and contributes to good morale [ ]
   c. Generally cooperative in working with others [ ]
   d. Unable to work well with others [ ]
   e. Not observed [ ]
7. **APPEARANCE:** The applicant's appearance expressed by his neatness in person and dress.
   - Always neat, takes pride in appearance [ ]
   - Generally neat and acceptably clean [ ]
   - Frequently careless [ ]
   - Not observed [ ]
   - Generally sloppy and offensive [ ]

8. **PROFESSIONAL SKILLS:** The applicant's ability to learn and perform tasks related to his occupation.
   - Extremely effective and reliable [ ]
   - Reliable with occasional supervision [ ]
   - Works well but requires routine supervision [ ]
   - Unreliable even with routine supervision [ ]

9. **PATIENT RAPPORT:** The applicant's ability to relate with ill people in such a way as to promote confidence and understanding.
   - Promotes confidence and consistently exercises discretion [ ]
   - Relates well with sick people [ ]
   - Has difficulty in developing rapport with patients [ ]
   - Tends to be unconcerned and upsets patients [ ]
   - Not observed [ ]

10. **ATTENDANCE:** The reliability of the applicant to be at designated functions and to be on time.
    - Always present and on time [ ]
    - Usually present and/or occasionally late [ ]
    - Unreliable in attendance and/or frequently late [ ]
    - Frequent unexcused absences and/or perpetual tardiness [ ]
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11. **INTERPERSONAL RELATIONS:** The ability of the applicant to develop a relationship by means of his poise, personality and social graces.
    - Impressive and at ease under any condition [ ]
    - Generally at ease but fidgety in the presence of socially successful professionals [ ]
    - Frequently ill at ease with professionals [ ]
    - Frequently ill at ease even with peers [ ]
    - Not observed [ ]

C. **GENERAL COMMENTS:** Please add any descriptive comments (special aptitudes and/or weaknesses, special achievements, etc.) that will assist in providing a complete picture of the applicant's abilities and potential as a graduate student.

D. **SUMMARY RECOMMENDATION:**
   - I would highly recommend this applicant for admission [ ]
   - I feel this candidate is qualified and competent for admission [ ]
   - I would not recommend this applicant for admission [ ]

NAME OF RESPONDENT: _____________________________________________  DEGREE/TITLE: _______________________

ADDRESS:

(Street Address)  (Apt. #)

(City)  (State)  (Zip code)

DATE: _______________  SIGNATURE: _____________________________________________

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Please evaluate the applicant on his/her actual observed performance as compared with others of the same rate. Please check the appropriate box.

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C. GENERAL COMMENTS: Please add any descriptive comments (special aptitudes and/or weaknesses, special achievements, etc.) that will assist in providing a complete picture of the applicant's abilities and potential as a graduate student.

D. SUMMARY RECOMMENDATION:  
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NAME OF RESPONDENT: _____________________________________________  DEGREE/TITLE: _______________________
(Print Name, first, middle, last)

ADDRESS:

(Street Address)  (Apt. #)

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