



# Letter of Reference & Ratings

Applicant Name: \_\_\_\_\_

## Reference Information:

Name: \_\_\_\_\_ Degrees: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## LETTER OF REFERENCE

Please write a letter of reference for this applicant on official letterhead containing the following:

- > How well you feel you know the applicant
- > How long and in what capacity you have known the applicant
- > Any comments relating to high or low ratings in the categories on the next page
- > What you consider to be the applicant's primary strengths
- > What you consider to be the applicant's chief liabilities or weaknesses
- > Provide any other comments you feel will help us assess this candidate's capacity for success as a clinical research investigator

Submit the letter of reference and this ratings document to Katie Hoyt, Research Program Manager, at [katie.hoyt@palmer.edu](mailto:katie.hoyt@palmer.edu) or at:

Palmer College of Chiropractic  
Division of Graduate Studies  
741 Brady Street  
Davenport, IA 52803

## RATINGS

Please select the rating that best describes the applicant for each category below. Select 'Unable to judge' if you have not had an opportunity to evaluate the characteristic or have no basis for assessment.

<b>Personal and Professional Attributes</b>	Exceptional	Well above average	Above average	Average	Below average	Unable to judge
Academic performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership: <i>Takes initiative and motivates others.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ethics: <i>Displays honesty, integrity, and ethical behavior.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment: <i>Displays critical thinking skills, common sense, and decisiveness.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability: <i>Dependable, responsible, prompt, and thorough.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability: <i>Reacts well to stress; is poised and controlled.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Relations: <i>Considerate, sensitive, tactful in response to others and able to get along well with peers and superiors.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication: <i>Speaks clearly with precision and accuracy, without ambiguity.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication: <i>Writing is precise, accurate, grammatically correct and unambiguous.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work collaboratively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Career potential: <i>Demonstrates passion in field; goals are realistic.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## RECOMMENDATION

Please check the box that best describes your overall recommendation of this applicant for the MS in Clinical Research program.

- I recommend this applicant with enthusiasm.
- I recommend this applicant with confidence.
- I recommend this applicant.
- I recommend this applicant, but with some reservations.
- I am not able to recommend this applicant.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_