

**Wright State University
Clinical Laboratory Science Program
Department of Biological Sciences
3640 Colonel Glenn Highway
Dayton, Ohio 45435**

Letter of Recommendation/Evaluation

Name of Applicant _____

Evaluator _____

Position _____ Date _____

☐ *I relinquish my right to review this recommendation.*

Signature of Applicant _____ Date _____

Please rate based on the following: 5 = excellent; 4 = above average ; 3 = average; 2 = below average; 1 = poor Please check NA if you have no basis to judge the applicant.

Attach a letter of recommendation and send both to the program director in the enclosed envelope.

Competency	5	4	3	2	1	NA
1. <i>Technical Knowledge/Skills</i> - Level of knowledge and/or technical skills.						
2. <i>Quality of Work</i> - Meets required standards: i.e., accuracy, neatness and thoroughness						
3. <i>Productivity</i> - Accomplishes the quantity of work expected of the job or assignment						
4. <i>Communication Skills</i> - Ability to convey ideas both oral and written						
5. <i>Adaptability</i> - adapts to new situations and changes in routines, workload and/or work assignments						
6. <i>Dependability</i> - Performs work without close supervision or assistance						
7. <i>Initiative</i> - Presents new ideas, improves procedures or otherwise demonstrates an awareness of the need for change						
8. <i>Attendance</i> - Maintains attendance including tardiness, leaving early and absence						
9. <i>Relations with Others</i> - Establishes effective working relationships with supervisors, peers and/or the public						
10. <i>Perseverance</i> - Continues to progress even in negative situations						
11. <i>Self-confidence</i> - Demonstrates assuredness in possessing the capacity to achieve goals						
12. <i>Intellectual ability</i> - Demonstrates the intellectual ability to grasp difficult concepts						