



DEPARTMENT OF
ONLINE
EDUCATION

PERSONAL REFERENCE

Department of Online Education
200 Seminary Drive · Winona Lake, IN 46590
888.249.0533 · online@grace.edu · www.grace.edu/online

PERSONAL REFERENCE

To Be Completed By Applicant (please print)

Last Name _____ First _____ Middle _____

Home Address _____

City _____ State _____ Zip _____

I waive any right of access to see the completed recommendation, knowing that this waiver is not required as a condition for admission.

Signature: _____ Date: _____/_____/_____

To the Applicant: Please give this form to the reference, who will return it directly to the Department of Online Education.

To Be Completed By Reference Person (please print)

NOTE: This reference must be received before the student's application will be evaluated.

Last Name _____ First _____ Middle _____

Address _____

City _____ State _____ Zip _____

Title/Position _____

Telephone _____

Please indicate your association or contact with the applicant (check all that apply):

I have known the applicant for _____ years. I have had only casual contact with the applicant.

Other _____

Please indicate your perception of the applicant.

*This information is treated confidentially and is employed in evaluating the applicant.
We value your comments and ask that you give a full and candid report so that fair consideration may be given to the applicant.*

	Poor	Average	Good	Superior	Not Sure
Clarity of Goals:					
Demonstrates clear-cut and worthy professional goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has a clear sense of direction in pursuit of goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has the support of his/her spouse	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Industry:					
Demonstrates the effort necessary to achieve goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Expend effort and energy wisely	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to Face Reality:					
Foresees problems realistically	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Approaches problems in a constructive manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accepts well-meant criticism and uses it constructively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates openness regarding personal feelings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Poor	Average	Good	Superior	Not Sure
Ability to Think Critically:					
Shows insight in identifying problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Utilizes relevant resources in solving problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Financial Responsibility:					
Shows responsibility in money matters (credit, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interpersonal Relationships:					
Participates willingly and effectively in a group	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shows leadership ability when the occasion permits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relates with others in a meaningful way	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates a teachable spirit or attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiative and Creativity:					
Reflects originality in approaching problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognizes and accomplishes necessary tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
General Impressions:					
Generally acceptable in personal appearance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Socially acceptable in personal habits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Well accepted by associates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Possesses a wholesome attitude toward others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Skill in Communication:					
Speaks clearly and effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Expresses ideas clearly in writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interprets accurately and effectively the ideas of others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Personal and Intellectual Integrity:					
Accurately appraises strengths and weaknesses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pursues goals ethically and conscientiously	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Represents himself or herself honestly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What is your overall evaluation of the applicant?

Are you aware of any concerns that will deter this applicant from completing this program? Yes No
If yes, please explain.

Do you know of any views that would make it difficult for the applicant to be a part of the Grace School of Adult and Community Education? Yes No
If yes, please explain.

Has there ever been evidence of criminal or social problems? Yes No If yes, please give particulars.

Please mark the term that best describes your recommendation of this applicant:

Very High High Average Low Not Recommended

I prefer to discuss this further. Please call me at this number during the daytime _____

Signature: _____ Date: _____/_____/_____

Thank you for taking the time to complete this form.

Please mail this completed form to:

Department of Online Education • 200 Seminary Drive • Winona Lake, Indiana • 46590

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