PERSONAL REFERENCE
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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 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.

<table>
<thead>
<tr>
<th>Clarity of Goals:</th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Superior</th>
<th>Not Sure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrates clear-cut and worthy professional goals</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Has a clear sense of direction in pursuit of goals</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Has the support of his/her spouse</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Industry:</th>
<th></th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Demonstrates the effort necessary to achieve goals</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Expends effort and energy wisely</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ability to Face Reality:</th>
<th></th>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Foresees problems realistically</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Approaches problems in a constructive manner</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Accepts well-meant criticism and uses it constructively</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Demonstrates openness regarding personal feelings</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
Ability to Think Critically:          Poor        Average        Good       Superior       Not Sure
Shows insight in identifying problems ○ ○ ○ ○ ○
Utilizes relevant resources in solving problems ○ ○ ○ ○ ○

Financial Responsibility:          Poor        Average        Good       Superior       Not Sure
Shows responsibility in money matters (credit, etc.) ○ ○ ○ ○ ○

Interpersonal Relationships:       Poor        Average        Good       Superior       Not Sure
Participates willingly and effectively in a group ○ ○ ○ ○ ○
Shows leadership ability when the occasion permits ○ ○ ○ ○ ○
Relates with others in a meaningful way ○ ○ ○ ○ ○
Demonstrates a teachable spirit or attitude ○ ○ ○ ○ ○

Initiative and Creativity:         Poor        Average        Good       Superior       Not Sure
Reflects originality in approaching problems ○ ○ ○ ○ ○
Recognizes and accomplishes necessary tasks ○ ○ ○ ○ ○

General Impressions:              Poor        Average        Good       Superior       Not Sure
Generally acceptable in personal appearance ○ ○ ○ ○ ○
Socially acceptable in personal habits ○ ○ ○ ○ ○
Well accepted by associates ○ ○ ○ ○ ○
Possesses a wholesome attitude toward others ○ ○ ○ ○ ○

Skill in Communication:           Poor        Average        Good       Superior       Not Sure
Speaks clearly and effectively ○ ○ ○ ○ ○
Expresses ideas clearly in writing ○ ○ ○ ○ ○
Interprets accurately and effectively the ideas of others ○ ○ ○ ○ ○

Personal and Intellectual Integrity: Poor        Average        Good       Superior       Not Sure
Accurately appraises strengths and weaknesses ○ ○ ○ ○ ○
Pursues goals ethically and conscientiously ○ ○ ○ ○ ○
Represents himself or herself honestly ○ ○ ○ ○ ○

What is your overall evaluation of the applicant?

What area(s) in the applicant's life need(s) improvement?

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