

PERSONAL REFERENCE



SCHOOL OF
PROFESSIONAL
AND ONLINE
EDUCATION

School of Professional & Online Education
200 Seminary Drive · Winona Lake, IN 46590
800.823.8533 · onlineadmissions@grace.edu · www.grace.edu/online

PERSONAL REFERENCE

To Be Completed By Applicant (please print)

Last Name _____ First _____ Middle _____

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 Office of Admissions.

NOTE: Your application will not be evaluated until this reference is received.

To Be Completed By Reference Person (please print)

Last Name _____ First _____ Middle _____

Address _____

City _____ State _____ ZIP _____

Title/Position _____

Church _____ Telephone _____

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

- I have known the applicant for ____ years.
 I have observed the applicant's service in the church
 I have had only casual contact with the applicant
 Other _____

Please Indicate Your Perception of the Applicant

This information is treated confidentially and is used 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.

Clarity of Goals

- Has a clear sense of direction in pursuit of goals
Has the support of his or her spouse

Poor	Average	Good	Superior	Not Sure	Not Applicable
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Industry

- Demonstrates the effort necessary to achieve goals
 Expends effort and energy wisely
 Foresees problems realistically
 Approaches problems in a constructive manner
 Accepts well-meant criticism and uses it constructively
 Demonstrates openness regarding personal feelings

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Ability To Think Critically

- Shows insight in identifying problems
Utilizes relevant resources in solving problems

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<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"/>	<input type="radio"/>
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Interpersonal Relationships

- 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
 Demonstrates genuine concern for others

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Initiative and Creativity

Reflects originality in approaching problems
Recognizes and accomplishes necessary tasks

Poor	Average	Good	Superior	Not Sure	Not Applicable
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

General Impressions

Generally acceptable in personal appearance
Socially acceptable in personal habits
Well accepted by associates
Possesses a wholesome attitude toward others
Displays common sense
Displays emotional stability

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Skill in Communication

Speaks clearly and effectively
Expresses ideas clearly in writing
Acurately and effectively interprets the ideas of others

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Personal and Intellectual Integrity

Accurately appraises strengths and weaknesses
Pursues goals ethically and conscientiously
Displays moral integrity
Demonstrates reliability

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What is your overall evaluation of this applicant?

Are you aware of any concerns that would prevent the applicant from being successful in this program?

Do you know of any views that would make it difficult for the applicant to be a part of Grace Graduate School community? Yes No

If yes, please explain.

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

I recommend this applicant for graduate studies in the School of Professional & Online Studies:

- Enthusiastically Strongly With average expectations With reservation Not recommended
- I prefer to discuss this further. Please call me at this telephone number during the daytime: _____

Signature _____ Date _____

Thank you for taking the time to complete this form.

Please mail this completed form to:

Office of Admissions - Attn: SPOE • 200 Seminary Drive • Winona Lake, Indiana • 46590