

UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES
COLLEGE OF HEALTH RELATED PROFESSIONS
DEPARTMENT OF HEALTH INFORMATION MANAGEMENT

REFERENCE FORM

This Reference Form is to be completed by the individual providing the reference.

Name of Applicant to our Program: _____
(please type or print legibly)

Name of Individual Providing this Reference: _____

Relationship to the Applicant: (please circle or write-in)

Instructor (current and/or previous)

Employer/Supervisor

Peer/Co-worker

Friend/Neighbor

Other: _____(please describe)

Signature of Person giving this Reference

Date

The individual named above is seeking admission as a student in the Department of Health Information Management and is requesting your evaluation of personal qualities relevant to his/her development and performance in the Health Information Technology field. Your candid evaluation of the applicant is essential to the Admissions Committee's review concerning the applicant's admissibility.

Please complete the reverse side of this form and return the form as soon as possible to:

University of Arkansas for Medical Sciences
College of Health Related Professions
Admissions Registrar
4301 W. Markham; Slot 619
Little Rock, AR 72205

For items 1 through 11, please circle the appropriate number. Use the following scale:

1-Very Poor 2-Below average 3-Average 4- Above average 5-Excellent

- | | | |
|-----|---|-----------|
| 1. | <u>PROBLEM SOLVING ABILITY</u> - <i>applies basic knowledge, analyzes, anticipates, resolves problems, requires little help from others</i> | 1 2 3 4 5 |
| 2. | <u>WORK PERFORMANCE</u> - <i>follows directions, pays attention to detail, completes work accurately, completes work in a timely manner, quality work</i> | 1 2 3 4 5 |
| 3. | <u>ATTENDANCE</u> - <i>punctual, only misses under extreme circumstances</i> | 1 2 3 4 5 |
| 4. | <u>JUDGEMENT</u> - <i>makes sound logical decisions, uses careful reasoning, uses common sense</i> | 1 2 3 4 5 |
| 5. | <u>DEPENDABILITY</u> - <i>reliable, completes tasks as assigned, perseveres</i> | 1 2 3 4 5 |
| 6. | <u>MATURITY</u> - <i>stable, adaptable, works independently</i> | 1 2 3 4 5 |
| 7. | <u>ETHICAL BEHAVIOR</u> - <i>honest, admits mistakes, knows limitations, maintains appropriate control with customers/others</i> | 1 2 3 4 5 |
| 8. | <u>MOTIVATION</u> - <i>establishes goals, accepts challenges, welcomes change for the better, understands the 'big picture'</i> | 1 2 3 4 5 |
| 9. | <u>SOCIAL SKILLS</u> - <i>cooperative, acknowledges authority, has peer acceptance, works well with others</i> | 1 2 3 4 5 |
| 10. | <u>WRITTEN SKILLS</u> - <i>writes clearly and logically, uses correct grammar and spelling, content within work is coherent and integrated</i> | 1 2 3 4 5 |
| 11. | <u>ORAL SKILLS</u> - <i>expresses ideas clearly, explains things well, easy to understand</i> | 1 2 3 4 5 |
-

What are the applicant's major strengths and weaknesses?

Comments:

My recommendation is: () Recommend () Hesitate to recommend () Do not recommend