

GRADUATE ASSISTANTSHIP SUPERVISOR REFERRAL FORM (2011-2012)

University of Wisconsin-Whitewater, School of Graduate Studies

Instructions to Applicant: Please download this form as a Word document and fill in the information in the *Applicant Information* section below. Then forward this form (as an email attachment) to the person who will offer a referral on your behalf. Please choose an individual who has had the opportunity to supervise you in an organizational environment, reminding him/her to complete and forward the form (again, as an email attachment) to the UW-Whitewater School of Graduate Studies <gradschl@uww.edu> prior to the **15 February 2011** application deadline. This application is only needed if you are new to the Graduate Assistant program.

APPLICANT INFORMATION

Last Name	First	Middle Initial	Social Security Number		
Permanent Address	Street	City	State	Zip Code	Country if not U.S.A.
Area Code/ Phone	Email Address				

The Family Educational Rights and Privacy Act of 1974 Act grants students the right to have access to documents of recommendation in their placement files. I wish to waive access to these documents.

Yes No

Instructions to Supervisor Making Referral: Please answer the questions and evaluate the applicant's characteristics in the chart below and use the open comment area below to remark on other reasonably reliable indicators of work performance. We greatly appreciate your candid impressions of the applicant and thank you for taking time to aid us in assessing the applicant's suitability for receiving a graduate assistantship. [When you've completed the form, please email it as an attachment to the UW-Whitewater School of Graduate Studies <gradschl@uww.edu> prior to the 15 February 2011 application deadline.](mailto:gradschl@uww.edu)

SUPERVISOR INFORMATION

Name	Title/Position				
Organization	Length of Employment				
Address	Street	City	State	Zip Code	Country if not U.S.A.
Area Code/ Phone	Email Address				

Please place a mark in the appropriate box describing your work relationship to the applicant.

Work Supervisor	<input type="checkbox"/>
College/Community Organization Supervisor	<input type="checkbox"/>
Lab Supervisor	<input type="checkbox"/>
Internship Supervisor	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>

How long did the applicant work under your supervision?

Six (6) months or less	<input type="checkbox"/>
Six (6) months to one (1) year	<input type="checkbox"/>
One (1) to two (2) years	<input type="checkbox"/>
More than two (2) years	<input type="checkbox"/>

Please describe the nature of his/her responsibilities.

Was the applicant paid for these responsibilities? Yes No

Please rate the applicant using the following scale based upon your experience with others in the same or similar position as the applicant.

	Highest Rating: Top 5%	Well Above Average: Top 25%	About Average	Below Average	Worst Rating	Unable to Assess
Promptness (arrived on time and completed tasks in a timely fashion)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thoroughness (accomplished all responsibilities without excessive mistakes or re-completions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality (attention to responsibilities showed adherence to high standards)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity (owned up to mistakes, took responsibility, was trusted in the workplace)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability (owned up to mistakes, took responsibility, was trusted in the workplace)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friendliness (contributed to positive climate, related well to others, kept a good attitude)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility (managed uncertainty and change well, adopted and adjusted with relative ease)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Independence (self-starter, addressed issues that needed to be addressed, initiated responsible action)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity (dress, language, behavior, interpersonal skills were developmentally appropriate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Considering all you know of this applicant's potential for successful employment, please provide a Global Rating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

THANK YOU • Please return this form as an email attachment to <gradschl@uww.edu>