

Confidential Pre-Professional Evaluation Form

Completed by the Candidate

Candidate: _____

Major: _____

*Signature: _____

Phone Number: _____

Evaluator: _____

Position: _____

Relationship and length of time with evaluator: _____

**Candidate's signature waives the right of access to this evaluation*

Your letter of evaluation/recommendation is extremely important to the professional school candidate and the Pre-professional Advisement Committee at Weber State University. To be most effective, your letter should be typed on your professional stationary (if available). Thoughtful comments are appreciated. Some suggested items you may want to address in your letter include:

- Applicant's strong points and weak points
- Applicant's work habits, work quality, and work attitude
- Applicant's ability to adjust to potentially stressful situations
- Applicant's ability to work with others
- Applicant's preparation and desire for medicine/dentistry/pharmacy, etc.
- Ranking of applicant when compared to other pre-professional students you may have known

In addition to receiving this form, the professional school candidate should provide you with a resume and an addressed, stamped envelope. Please enclose this form with your letter.

Evaluator's Signature

Date

Phone Number: _____

This form should be returned directly to:

Pre-Professional Office
2505 University Circle
Weber State University
Ogden, UT 84408-2505

10 Tips for Recommenders

1. Review a copy of the applicant's personal statement so that your letter of recommendation can dovetail with – not conflict with or duplicate – the rest of the application.

2. Ask the applicant to supply you with additional information like a résumé.

3. Describe your qualifications for comparing the applicant to other applicants.

"I have been teaching for twenty years and have advised approximately 450 students on independent research projects over the last five years."

"I have personally supervised ten interns every summer for the last five years plus worked with over two hundred college students in the Big Medical Center ER."

4. Discuss how well you know the applicant.

"I was able to get to know Mr. Doe because he made it a point to attend two of my sections every week when only one was required."

"Ms. Smith did research in my laboratory for two years, and I worked very closely with her."

5. Choose two to three qualities that you observed in the applicant.

"Jane has a rare blend of top research, analytical, and interpersonal skills."

"The combination of tenacity, willingness to help, and good communication skills found in Mr. Doe is truly unique."

6. In discussing those qualities, support your statements with specific instances in which he or she demonstrated those attributes. Be as concrete and detailed as possible.

"Mr. Doe is the only student I ever had who came to all my office hours as part of a relentless – and successful – drive to master biochemistry. He was one of just ten percent of the class to receive an A."

"Because of Jane's research and communications skills, I didn't hesitate to ask her to monitor epileptic patients and prepare electrodes to be implanted in their bilateral temporal lobes. Her quality work contributed significantly to a paper we co-authored and presented to the Society for Neuroscience."

7. Try to quantify the student's strengths or rank him or her vis-a-vis other applicants that you have observed

"He was in the top 10% of his class"

"She has the best research skills of any person her age that I have ever supervised."

8. Avoid generalities and platitudes

9. May include some mild criticism, typically the flip-side of a strength.

"The only fault I have encountered in him is his retiring nature. His modesty sometimes hides a young man of remarkable sensitivity and broad interest."

10. Discuss the applicant's potential in his or her chosen field.

"I enthusiastically recommend Mr. Doe to your dental training program. This well-rounded student will be a fine, compassionate dentist."

"With her exceptional interpersonal and research skills, Ms. Smith will be an outstanding doctor and a credit to the medical school she attends."