

# EVALUATION FOR HEALTH PROFESSIONS CANDIDATES

## USF Health Professions Advisory Committee Request for faculty/staff letter of recommendation guidelines

Please submit a hard copy of your letter on your department letterhead and also an electronic copy as an email attachment (Word document) to:

Health Professions Advising  
University of South Florida  
College of Arts and Sciences  
4202 E. Fowler Ave., BEH 201  
Tampa, Fl. 33620  
[Healthprofadvise@cas.usf.edu](mailto:Healthprofadvise@cas.usf.edu)

Please include as much as possible about the student in your recommendation letter. However, letters should speak to your direct experience with the applicant. Other aspects of his/her college and work experience will be represented by other letters and the students' application packet. Copies of all evaluation letters will be sent to the professional school with the Committee letter.

Points to address in your letter:

- How long and in what context have you known the student?
- Which course(s) did the student take with you and how did s/he perform (not just grades or rank, but examples of behavior that reflect levels of effort, leadership, collaboration, etc.)?
- If the student has done research under your supervision, please briefly describe (1/3 or less of your total letter) the nature of the project and how the student performed.
- If you supervised this student in a job, a team, or volunteer effort, please describe the situation and student's performance.
- Does this student work well with others and display good interpersonal skills?
- Does this student seem motivated towards a career in medicine? How is the motivation displayed?
- Is the student reliable, honest, and cooperative?
- Does the student display good communication skills?
- Is the student able to manage his/her time effectively?
- What are other strengths and weaknesses as observed by you? What sets him/her apart from others of roughly equal qualifications for a career in medicine/dentistry?
- Are there other aspects of the student's work/accomplishments with which you are familiar (speak from your own direct knowledge)?

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**To the Applicant:** Please fill out the information below before submitting it to your evaluator.  
**Please print neatly or type.**

Applicant Name: \_\_\_\_\_ U#: \_\_\_\_\_  
First Middle/Maiden Last

I have **waived / retained** my right to view this document. \_\_\_\_\_  
CIRCLE ONE Signature Date

**To the Evaluator:** Thank you for taking the time to help this student in the professional school application process. This form should accompany your recommendation letter and be returned to the Health Professions Committee. Please submit a hard copy of your letter on your department letterhead and also an electronic copy as an email attachment (Word document) to:

USF Health Professions Advisory Committee  
4202 E. Fowler Ave. BEH 201  
Tampa, FL 33620  
[Healthprofadvise@cas.usf.edu](mailto:Healthprofadvise@cas.usf.edu)

Name: \_\_\_\_\_ Rank/Title: \_\_\_\_\_

Institution/Dept: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

**Please rate the above applicant according to the scale below:**

Characteristics	Outstanding	Above Average	Average	Below Average	NA
Intellectual Ability					
Interest in Learning					
Communication Skills: Oral, Written, Interpersonal					
Honesty and Integrity					
Responsibility, Dedication, and Perseverance					
Leadership and Initiative					
Ability to Work Collaboratively					
Interpersonal Skills					
Empathy					
Maturity, Judgment, and Emotional Stability					
Motivation for Health Profession, Desire to Serve Others					
Overall Evaluation					

In what capacity have you been associated with this student? \_\_\_\_\_

How well do you know this student? Very Well \_\_\_\_\_ Fairly Well \_\_\_\_\_ Slightly \_\_\_\_\_

Have you ever had cause to question this student's ethical standards? \_\_\_\_\_ If yes, please elaborate on the back of this sheet.

If you have any questions, please contact the Health Professions Advisory Committee at [healthprofadvise@cas.usf.edu](mailto:healthprofadvise@cas.usf.edu).