

## **Internship/Externship Checklist (for individuals not currently employed by Wellmont)**

What is included in this packet?

- Two faculty reference forms

Other requirements

- Official school transcripts submitted using approved method listed

Submitting your online application

To get started with your online application, use the Job Search at [www.wellmont.org](http://www.wellmont.org) and apply for the position of **Nurse Intern** or **Summer Nurse Extern**. Online applications are posted one month prior to the application deadline.

# FACULTY REFERENCE

## Dear Nursing School Faculty Member

I am submitting an application for a (check one)  Nurse Intern Program  Nurse Extern Program  Educational Loan at Wellmont Health System. Please complete the evaluation below and place the evaluation in the mail to the address at the bottom of this form.

\_\_\_\_\_  
Name of Nursing Student (Please Print)

\_\_\_\_\_  
Name of School

## FACULTY EVALUATION

Based on your experience with the student in the clinical setting, please evaluate the student on the following items using the scale to the right.

	Very Good Top 10%	Good Top 20%	Average	Below Average
<b>WORK SKILLS</b>				
1. Organization of work	4	3	2	1
2. Technical skills (nursing assistant level)	4	3	2	1
3. Communication skills	4	3	2	1
<b>ATTITUDES TOWARD WORK</b>				
1. Attitude toward learning new skills	4	3	2	1
2. Attitude to adjust to new situations	4	3	2	1
3. Integrity	4	3	2	1
<b>PERSONAL QUALITIES</b>				
1. Appearance	4	3	2	1
2. Attendance	4	3	2	1

What are the applicant's major strengths? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What areas need further improvement? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What is your overall evaluation of this student compared with others at the same level in your program? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
School

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

Please send the references in a sealed envelope.

Wellmont Health System Attn: Nurse Recruiters PO Box 238, Kingsport, TN 37660

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