

 Division of Nursing

**Division of Nursing – Recommendation Form**

**This section to be completed by the applicant**:

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| The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of the student. FERPA gives students certain rights with respect to their education record and guarantees students the right to inspect and review the education records. Failure to sign will constitute the student’s right to inspect and review this recommendation.I waive my right to inspect the contents of the following recommendation: Choose an item.Click here to enter text ***Electronic Signature*** Click here to enter a date ***Today’s date*** |

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| --- |
| Click here to enter text ***Applicant’s last name, first name, middle initial*** |

**This section to be completed by the person serving as a reference:**

Click here to enter text

***Reference’s last name, first name***

Click here to enter text

***Place of employment, position, & business phone (including area code)***

***Today’s date***

Click here to enter text

***Please state in what capacity you have known the applicant***

**Please place a check by one statement in each category that *best* represents this applicant:**

|  |  |
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| **1. Integrity and honesty**[ ]  Often lacks authenticity and honesty in work and actions.[ ]  Displays integrity of work and actions through promise keeping, truth telling, authenticity, and honesty.[ ]  Not able to evaluate. | **2. Intellectual curiosity and innovativeness**[ ]  A follower; accepts things as they are.[ ]  Intellectually curious, frequently generates new ideas.[ ]  Not able to evaluate. |
| **3. Compassion**[ ] Lacks compassion and ability to respond with sensitivity and caring for others.[ ] Compassionate and responsive to others’ needs and ideas.[ ]  Not able to evaluate. | **4. Written communication skills**[ ]  Unable to express ideas clearly in writing[ ] Intellectually curious, frequently generates new ideas[ ]  Not able to evaluate. |

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| **5. Oral communication skills**[ ]  Inarticulate; ideas not presented clearly.[ ] Articulates fairly well but order of ideas is not always logical.[ ]  Articulates ideas clearly and logically.[ ]  Not able to evaluate. | **6. Response to stressful situations**[ ]  Has difficulty proceeding constructively.[ ]  Self-controlled and proceeds constructively.[ ]  Not able to evaluate. |
| **7. Teamwork / Collaboration**[ ]  Does not participate towards group goals.[ ]  Critical, complains, and interferes with goal attainment.[ ]  Effective as a leader/member in assisting toward goal attainment.[ ]  Not able to evaluate. | **8. Reliability**[ ]  Inconsistent, unreliable and frequently tardy with obligations.[ ]  Completes obligations with frequent reminders.[ ]  Meets obligations independently most of the time.[ ]  Not able to evaluate. |
| **9. Problem Solving**[ ]  Indecisive, needing frequent cues to develop solutions.[ ] Decisive, applying information, choosing best solutions in appropriate formats with minimal cues.[ ] Not able to evaluate. | **10. Accountability**[ ] Unable to accept responsibility for own behavior; projects blame or makes excuses.[ ] Accepts personal responsibility for own behavior.[ ] Not able to evaluate. |

**My overall evaluation of this person as an applicant is:**

[ ]  Strongly Recommend

[ ]  Recommend

[ ]  Recommend with reservation

[ ]  Do not recommend

[ ]  Undecided



 Division of Nursing

Briefly explain any decision other than “Strongly Recommend” or “Recommend”.

|  |
| --- |
| Click here to enter text. |

Click here to enter text

***Reference signature line***

Click here to enter a date.

***Select Today’s date***

\*References must be submitted directly from reference’s email address to Division of Nursing Transfer Specialist’s email address (shannon.skovlund@mayvillestate.edu), or must be submitted in a sealed envelope, with signature of reference source across the seal (**email is preferred**). Please mail signed and sealed references to:

Mayville State University

Attn: Shannon Skovlund

330 3rd St. NE

Mayville, ND 58257