New Mexico Highlands University®

School of Social Work

REFERENCE FORM

This section to be completed by applicant: **Date: ___/___/___**

Applicant's Name: _____

Name of person providing reference: _____

This section to be completed by the individual providing the reference. Reviewer: please provide the information requested on both pages of this form. Use additional sheets if necessary. Your candid completion of this form is appreciated. Applications cannot be reviewed without this reference material. Individuals providing references should be professional colleagues and faculty. (References from relatives, coworkers, subordinates, and personal friends will not be accepted.)

1. **What is your relationship to the applicant and how long have you known the applicant?**

_____

2. **Please rate the applicant in comparison with persons you have known who are similar in age and experience.**

On the chart below, please indicate by number your evaluation of this applicant's ability in each category.
Applicants will be stronger in some areas than in others. Using the 0 – 3 scale, rank this applicant on each of the following attributes and add the total for each area plus a grand total of points earned as the overall global score.

3 = Above Average 2 = Average 1= Below average 0 = Unable to evaluate

ATTRIBUTES	SCORE	SCORE TOTAL
Analytic ability	1 2 3 0	
Intellectual capacity	1 2 3 0	
Level of maturity and emotional ability	1 2 3 0	
Ability to be self-examining and self-aware	1 2 3 0	
Sense of responsibility/follow-through	1 2 3 0	
Ability to demonstrate empathy	1 2 3 0	
Ability to respect and work with differences in people (e.g., race, class, culture, and ethnicity)	1 2 3 0	
Concern and commitment to work toward solving social problems	1 2 3 0	
Leadership ability	1 2 3 0	
Willingness to accept direction and/or supervision	1 2 3 0	
Creativity	1 2 3 0	
Ability in oral communication	1 2 3 0	
Ability in written communication	1 2 3 0	
Motivation for chosen field	1 2 3 0	
Integrity	1 2 3 0	
	GRAND TOTAL SCORE	

This applicant is seeking admission to the Master of Social Work program. The MSW curriculum focuses on the student's ability to successfully engage in the process of bio-psycho-social-spiritual assessment and treatment. It is expected that the student demonstrate an ability to integrate academic theory and practice in work with individuals, families, groups, and communities; have the capacity to empathize with those in need; possess a commitment to social justice; and engage service delivery systems as appropriate. Given these expectations, please respond to the following questions (attach letter if needed).

1. What major strengths and skills does the applicant possess? How will these skills impact the applicant's ability to practice in the social work profession? If applicable, how does the applicant relate to clients?

2. In what area(s) does the applicant need further development?

3. Please provide your comments regarding this applicant's aptitude for graduate study and a career in social work.

- ❑ Recommend highly
- ❑ Recommend
- ❑ Recommend with reservations
- ❑ Do not recommend

Name (print):_____ **Title:** _____
Email: _____ **Phone:**_____

_____
(Address) **(City)** **(State)** **(Zip Code)**

Signature:_____ **Date:** _____/_____/_____

Please mail this form directly to the NMHU School of Social Work. Your prompt response will expedite the admission review process for this applicant. Thank you for your assistance.

Return completed reference form to:
NMHU School of Social Work, Box 9000, Las Vegas, NM 87701
Fax to: (505) 454-3290 or scan and email to socialwork@nmhu.edu

Online document 2935 updated 11/8/13