



# Bridgerland Technical College Master Esthetics Program

## Personal Reference Evaluation Instructions

**TO THE APPLICANT:** Please complete this section only.

Applicant Name \_\_\_\_\_

**Please Note:** *The Family Educational Rights and Privacy Act of 1974 and its amendments guarantee student access to educational records concerning them. However, students are permitted to waive their rights to access recommendations.*

**The following signed statement indicates the applicant's wish regarding this recommendation:**

I  waive /  do not waive my right to see this form or any supplementary notes or letters pertaining to this reference form.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**TO THE EVALUATOR:** Please complete the remainder of this document.

The above-named applicant has chosen you as a reference in support of an application for the Master Esthetics Program at Bridgerland Technical College. This is based on the understanding that you have known the applicant for at least six (6) months.

We are particularly interested in your appraisal of the applicant's abilities and potential for further education. Please take a few moments to complete the bottom of this form and the next three (3) pages. When complete, please seal the forms in an envelope, sign the seal, and return the envelope to the applicant.

Thank you,

Vanessa Landon-Earley  
Department Head, Master Esthetics Program

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Length of time you have known Applicant \_\_\_\_\_

Capacity in which you have known Applicant \_\_\_\_\_

\_\_\_\_\_



# Bridgerland Technical College Master Esthetics Program

## Personal Reference Evaluation Form

**Instructions:** The following questions or statements identify a variety of traits, skills, attitudes, etc. Please indicate the degree to which each quality is characteristic of the candidate you are rating by reading the statement carefully, reading the points on the scale, and circling the number of your choice on the scale. Please rate each statement independently and avoid a tendency to rate on general impressions. One characteristic might influence the rating of all characteristics. Specific comments in each category are encouraged.

| <b>Problem Solving:</b> Ability to identify and solve problems |   |         |   |           |                  |
|--|---|---------|---|-----------|------------------|
| 1  | 2 | 3       | 4 | 5         | Unable to Assess |
| Poor   |   | Average |   | Excellent |                  |
| <b>Comment:</b>  |   |         |   |           |                  |

| <b>Attitude:</b> Outlook projected towards life, school, job, etc. |   |         |   |          |                  |
|--|---|---------|---|----------|------------------|
| 1  | 2 | 3       | 4 | 5        | Unable to Assess |
| Negative   |   | Average |   | Positive |                  |
| <b>Comment:</b>  |   |         |   |          |                  |

| <b>Stress/Anxiety Response:</b> Deals with stressful, anxiety-producing situations |   |         |   |                             |                  |
|--|---|---------|---|-----------------------------|------------------|
| 1  | 2 | 3       | 4 | 5                           | Unable to Assess |
| Poor   |   | Average |   | Excellent, calm & effective |                  |
| <b>Comment:</b>  |   |         |   |                             |                  |

| <b>Motivation/Accountability:</b> Extent to which individual applies self and is accountable |   |         |   |  |                  |
|--|---|---------|---|--|------------------|
| 1  | 2 | 3       | 4 | 5  | Unable to Assess |
| Uninspired/<br>blames others   |   | Average |   | Self-starter;<br>motivated;<br>accountable |                  |
| <b>Comment:</b>  |   |         |   |  |                  |

| <b>Appearance:</b> Extent to which standards of appearance are met |   |         |   |              |                  |
|--|---|---------|---|--------------|------------------|
| 1  | 2 | 3       | 4 | 5            | Unable to Assess |
| Untidy   |   | Average |   | Well-groomed |                  |
| <b>Comment:</b>  |   |         |   |              |                  |

| <b>Health:</b> Extent to which health or physical disability affects performance |   |         |   |                                |                  |
|--|---|---------|---|--------------------------------|------------------|
| 1  | 2 | 3       | 4 | 5                              | Unable to Assess |
| Health problems often interfere  |   | Average |   | Health almost never interferes |                  |
| <b>Comment:</b>  |   |         |   |                                |                  |

| <b>Communication Skills:</b> Ability to communicate with peers, coworkers, teachers, etc. |   |         |   |           |                  |
|---|---|---------|---|-----------|------------------|
| 1   | 2 | 3       | 4 | 5         | Unable to Assess |
| Poor  |   | Average |   | Excellent |                  |
| <b>Comment:</b>   |   |         |   |           |                  |

| <b>Integrity:</b> Extent to which the candidate displays an ethical code |   |         |   |           |                  |
|--|---|---------|---|-----------|------------------|
| 1  | 2 | 3       | 4 | 5         | Unable to Assess |
| Poor   |   | Average |   | Excellent |                  |
| <b>Comment:</b>  |   |         |   |           |                  |

| <b>Interpersonal Relationships:</b> Ability to cooperate and get along with peers, coworkers, teachers, employees, etc. |   |         |   |           |                  |
|---|---|---------|---|-----------|------------------|
| 1   | 2 | 3       | 4 | 5         | Unable to Assess |
| Poor  |   | Average |   | Excellent |                  |
| <b>Comment:</b>   |   |         |   |           |                  |

In summary, please indicate the degree to which you support this applicant for study in Master Esthetics:

- I strongly support this applicant
- I support with reservation. Please indicate your concerns in the comments section below.
- I **do not** support this applicant. Please indicate your concerns in the comments section below.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Additional comments may be placed on a separate page.

**Place in the envelope, seal the envelope,  
 sign the seal, return to the applicant.  
 (Envelopes will not be accepted unsigned)**