



Bridgerland Technical College Therapeutic Massage 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 Therapeutic Massage 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,

Cheri Gillham, LMT
Department Head, Therapeutic Massage 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 Therapeutic Massage 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.

Problem Solving: Ability to identify and solve problems					
1	2	3	4	5	Unable to Assess
Poor		Average		Excellent	
Comment: _____					

Attitude: Outlook projected towards life, school, job, etc.					
1	2	3	4	5	Unable to Assess
Negative		Average		Positive	
Comment: _____					

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

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

Appearance: Extent to which standards of appearance are met					
1	2	3	4	5	Unable to Assess
Untidy		Average		Well-groomed	
Comment: _____					

Health: 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	
Comment: _____					

Communication Skills: Ability to communicate with peers, coworkers, teachers, etc.					
1	2	3	4	5	Unable to Assess
Poor		Average		Excellent	
Comment: _____					

Integrity: Extent to which the candidate displays an ethical code					
1	2	3	4	5	Unable to Assess
Poor		Average		Excellent	
Comment: _____					

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

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

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