

**SOUTHWESTERN MICHIGAN COLLEGE
SCHOOL OF NURSING & HUMAN SERVICES
REFERENCE FORM**

Please complete this reference in support of my application into **PHLEBOTOMY** at Southwestern Michigan College. Thank you.

Student Name (print or type)

Date

Student Signature

Please give your careful consideration to each area and check the response you feel is more accurate.

A. RELIABILITY: RATE THE EXTENT TO WHICH THIS PERSON CAN BE COUNTED UPON TO CARRY OUT HIS OR HER DUTIES CONSCIENTIOUSLY (please check one)

- 1. Unable to rate. _____
- 2. Unreliable. _____
- 3. Somewhat unreliable. _____
- 4. Usually can be depended upon but must be checked on more important matters. _____
- 5. Can be depended upon almost always to follow instructions carefully and correctly. _____
- 6. Can always be relied upon completely: Merits confidence. _____

Comments, if any _____

B. QUANTITY OF WORK: RATE THE QUANTITY OF ACCEPTABLE WORK TURNED OUT AND PROMPTNESS WITH WHICH IT IS COMPLETED

- 1. Unable to rate. _____
- 2. Very slow; seldom completes assignments in time expected. _____
- 3. Better than average. _____
- 4. Does more than is expected. _____
- 5. Consistently a top performer. _____
- 6. Exceptionally fast worker. _____

Comments, if any _____

C. QUALITY OF WORK: RATE ACCURACY, NEATNESS, THOROUGHNESS, TECHNICAL EXCELLENCE

- 1. Unable to rate. _____
- 2. Careless: needs constant supervision; unorganized, uncoordinated efforts. _____
- 3. Work borderline but usually acceptable. Fair organization. _____
- 4. Work equals that expected after normal training experience. _____
- 5. Better than average contribution. Work almost always complete and thorough; plans skillfully. _____
- 6. Outstanding in all respects. Superior results. _____

Comments, if any _____

D. INITIATIVE: RATE THE EXTENT TO WHICH HE/SHE RECOGNIZES TASKS AND ACTS ON HIS/HER OWN RESPONSIBILITY

- 1. Unable to rate. _____
- 2. No initiative: Requires detailed instructions; Cannot handle irregularities. _____
- 3. Tends to avoid responsibilities. Requires supervision. Relies on others for ideas. Seldom able to handle irregularities. _____
- 4. Routine worker; does what is required. Occasionally seeks added responsibility. Advances few ideas. _____
- 5. Often contributes intelligent suggestions; performs duties and able to handle irregularities. Makes very good decisions. _____
- 6. Possesses unusual degree of self-reliance: Exercises independent thought and action. Creative, thinks quickly and logically at all times. _____

Comments, if any _____

E. ATTITUDE: RATE INTEREST IN WORK AND SELF-IMPROVEMENT/RESPONSE TO CRITICISM

- 1. Unable to rate. _____
 - 2. Indifferent. Makes no effort to improve. Resents criticism. _____
 - 3. Minimal interest shown in job and self-improvement. Little response to criticism. _____
 - 4. Satisfactory. No reason to criticize. _____
 - 5. Very good interest shown. Benefits much from suggestions. _____
 - 6. Superior interest shown in work. Eager to learn. Welcomes constructive comments. _____
- Comments, if any _____

F. PROFESSIONAL CONDUCT: RATE ATTITUDE TOWARDS CO-WORKERS AND OTHERS (COURTESY, COOPERATIVENESS, CONFORMANCE TO POLICIES)

- 1. Unable to rate. _____
 - 2. Fails to consider others. Uncooperative. _____
 - 3. Inconsistent and indifferent. _____
 - 4. Generally adapts self to persons and situations. _____
 - 5. Displays exceptional judgment. _____
 - 6. Dynamic, goes out of the way to promote goodwill. Decided asset. _____
- Comments, if any _____

G. ATTENDANCE

- 1. Unable to rate. _____
 - 2. Often absent without good reason. Habitually a few minutes late. _____
 - 3. Frequently absent or late without good reason. _____
 - 4. Occasionally absent but tells supervisor. May be late on occasions. _____
 - 5. Very punctual; usually has legitimate excuse when absent or late. _____
 - 6. Extremely conscientious; absent or late only when absolutely unavoidable. _____
- Comments, if any _____

H. APPEARANCE: RATE NEATNESS AND APPROPRIATENESS OR DRESS, PHYSICAL CARRIAGE AND PERSONAL HYGIENE

- 1. Unable to rate. _____
 - 2. Unacceptable. Dirty, disheveled appearance, body odor. _____
 - 3. Occasionally needs to be reminded to improve appearance. _____
 - 4. Acceptable. Clothing and hair are clean, no body odor. _____
 - 5. Usually standards of grooming are high. _____
 - 6. Exercises extreme care in grooming and dress. _____
- Comments, if any _____

In what capacity have you known the applicant and for how long?

Do you view the applicant as an honest individual? _____

Would you be comfortable with this person as your nurse? _____

(Note: Attach a letter with any additional comments, if needed.)

Name: _____ Date: _____
(Please print or type)

Title: _____ Phone: _____

Address: _____ Signature: _____

