

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

Please complete this reference in support of my application to the **SCHOOL OF NURSING** at Southwestern Michigan College. Thank you.

Student Name (print or type) Date Student Signature

The Nursing program is a demanding course of study requiring special characteristics to be successful. 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: _____

Additional Comments: