



Manchester University Evaluation Form for References

Please mail completed form to: Manchester University, Attn: Post-bacc Program,
Fort Wayne Campus, 10627 Diebold Road, Fort Wayne, IN 46845

Reference Information

Reference's Name:

Occupation:

Organization or Institution of Affiliation:

Address:

Email Address:

Phone:

Evaluation Date:

Applicant Information

Name of the Applicant:

How do you know the applicant? (e.g. – professor, supervisor, etc.)

How long have you know the applicant? 0-3 months 4-6 months 6-12 months >12 months

How well do you know the applicant? poorly moderately very well

Please Rate the Applicant on the Following Areas

	Excellent	Good	Average	Poor	Not Observed
Oral Communication					
Written Communication					
Intellectual Ability					
Ethics					
Reliability					
Adaptability					
Professional Appearance					

Recommendation concerning admission

I highly recommend this applicant

I recommend this applicant

I recommend this applicant, but do have some reservations

I do not recommend this applicant

Comments

To submit a formal letter of reference, please enclose it with this form.