

REFERENCE FORM FOR PROFESSIONAL GRADUATE PROGRAMS



Applicant's name: _____

Applying to: Post-M.S.N. Certificate **D.N.P. Program**

Directions for the respondent: The above applicant to the graduate program in nursing has selected you to provide a reference. Please complete all three pages in this inquiry. Click in the lower right corner of each box to place a √ (check) that best reflects your assessment of the applicant. If you have no basis for making a judgment, please check the "Cannot judge" column.

| Attributes | (1) Inadequate | (2) Below Average | (3) Satisfactory | (4) Above Average | (5) Outstanding | Cannot Judge |
|----------------------------------|--|--|--|---|---|--------------|
| Current Nursing Knowledge | Outdated; scattered and irregular knowledge of nursing | Possesses limited current information | Familiar with most general information | Keeps abreast | Thorough, systematic understanding of nursing | |
| Creativity | Fails to incorporate new information | Maintains status quo; requires assistance with new information | Supports the development of new ideas; deals adequately with information | Contributes to development of new ideas; grasps new information | Generates new ideas; grasps new information easily | |
| Initiative | Requires detailed instruction; dependent on others | Frequent supervision required; relies on others for direction | Routine worker; requires supervision on new tasks | Resourceful; independent; paces self | A self-starter; seeks additional tasks | |
| Accuracy | Makes frequent, avoidable errors | Work is inaccurate | Adequate level of accuracy; occasional errors | Seldom makes an error; careful | Always accurate; work shows great attention to detail | |
| Communication | Difficulty communicating ideas and intentions to others | Acceptable communication under normal conditions | Communicates clearly under usual circumstances | Communicates clearly under unusual circumstances | Clear expression of ideas even under stress | |
| Perseverance | Changes objectives; unable to complete tasks without direction | Not well-focused; rarely completes tasks without direction | Usually focused; completes most tasks; requires some direction | Focused; completes tasks with only appropriate direction | Focused on objectives; completes tasks; overcomes obstacles | |

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|---|--|---|---|--|--|--------------|
| Organization | Unable to prioritize tasks; disorganized work habits | Variable efficiency in managing tasks | Reorganizes efficient ways of accomplishing tasks with some direction | Organizes work and accomplishes tasks with minimal direction | Prioritizes and accomplishes tasks independently | |
| Leadership | Does not understand how to get cooperation; poor discipline, too lax or severe | Frequent difficulty in obtaining cooperation; difficulty getting job done | Receives routine cooperation; gets job done satisfactorily | Influences and inspires others; gets job done well | Forceful leader; promotes top performance from others | |
| Judgment | Poor judgment; likely to make illogical decisions | Fair judgment under normal circumstances; sometimes acts before thinking | Judgment good on routine matters | Thinks clearly and positively under unusual conditions | Logical; sound judgment | |
| Adaptability | Has considerable difficulty in adjusting to any assignments | Has some difficulty when shifted to new/different assignments | Average amount of guidance needed to learn variety of duties | Usually learns new assignments with normal supervision | Highly flexible; can handle many varied assignments | |
| Dependability | Unreliable; needs detailed supervision and follow up | Somewhat unreliable; requires occasional check on routine tasks | Usually can be depended upon, but more guidance needed on important matters | Usually meets responsibilities carefully and correctly | Merits utmost confidence | |
| Stress Tolerance | Easily irritated; finds pressures intolerable | Occasionally goes to pieces under pressure; is "jumpy" and nervous | Has average tolerance for crises; usually remains calm | Tolerates pressure; tolerates crises better than most | Thrives under pressure; enjoys challenges and problems | |
| Productivity | Insufficient; needs prodding | Does only minimum required | Good, average output | Usually does more than required | Energetic; highly productive | |
| Overall Potential for Graduate Study | Unlikely to be successful in graduate studies | Likely to have some difficulties in graduate studies | Has potential for success in graduate studies | Likely to be successful in graduate studies | Highly likely to be successful in graduate studies | |

Major strengths are:

Major limitations are:

Additional comments:

When were you associated with this applicant? _____

In what capacity? _____

Signature of respondent _____

Typed or printed name of respondent
(this is acceptable for those without
an electronic signature) _____

Date _____

Title of respondent _____

Institution and address _____

Save completed form to your desktop. Then submit via email to kathy.collins@uky.edu

Thank you!