

COUNSELING PROGRAM
 Department of Educational Leadership And Counseling
 Sam Houston State University
Master's Degree Applicant
Reference Evaluation Form

Name of Applicant: _____

Confidential Reference: This information will not be shared with the applicant.

Please mail directly to: Department of Educational Leadership and Counseling
 P. O. Box 2119, SHSU Station
 Huntsville, Texas 77341-2119

The above named person has applied to the Master's program in Counseling at the Sam Houston State University and has asked that you supply the information requested below.

1. Your personal knowledge of the applicant. (Please check all that apply.):

- I have _____ supervised the applicant as an employee.
 _____ served as the applicant's professor.
 _____ known the applicant only as a friend.
 _____ worked with the applicant as a colleague.
 _____ other _____.

| | Excellent | Good | Average | Low | Unknown |
|---|-----------|------|---------|-----|---------|
| 2. Academic Potential: | | | | | |
| Ability in written expression | | | | | |
| Ability in oral expression | | | | | |
| Dependability | | | | | |
| Initiative | | | | | |
| Knowledge of human growth and development | | | | | |
| Perseverance | | | | | |
| Research capacity | | | | | |
| 3. Professional Experience: | | | | | |
| Activity within the profession | | | | | |
| Communication skills with people | | | | | |
| General competence | | | | | |

| 3. Professional Experience (continued) | Excellent | Good | Average | Low | Unknown |
|---|------------------|-------------|----------------|------------|----------------|
| Relates well and has confidence of staff and fellow workers | | | | | |
| Professional attitude | | | | | |
| Professional service reputation | | | | | |
| Openness to innovation | | | | | |
| Open minded and rational when dealing with problems | | | | | |
| Teaching/counseling reputation | | | | | |
| 4. Personal Characteristics: | | | | | |
| Free of annoying mannerisms | | | | | |
| Level of emotional stability and/or physical health | | | | | |
| Perceived as open and approachable by others | | | | | |
| Willingness to accept diversity | | | | | |

If this person were certified/licensed and seeking a position as a counselor, which of the following would most nearly characterize your reaction to his/her application? (Please check one)

- 1. Consider as a top candidate
- 2. Consider seriously but solicit other applications
- 3. Consider a last resort only
- 4. Reject as completely unsuitable

Remarks: _____

If you need additional space for remarks, please use another page and staple to this form.

Date: _____ Signature: _____

Please print name: _____

Position: _____

Telephone Number: _____

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Huntsville, Texas 77341-2119

Revised 12/5/2002 8:51 AM jsj