



Academic / Business Reference Form

TO THE APPLICANT

I understand that this reference is to be used and held in confidence at the University. Please give the form to the person from whom you are seeking the reference. You should instruct the referee to send the completed form directly to the University by mail or fax.

TO THE REFEREE

The applicant has applied for admission to an undergraduate program at the University. Your candid appraisal of the applicant is appreciated. This letter of reference is confidential and will be used for admissions purposes only. Please **forward the form directly to the University at the address or fax number below.**

Applicant's Name: _____

Date: _____

1. How long have you know the applicant?

2. What is or was your relationship with the applicant?

3. Please give us your appraisal of the applicant in terms of the qualities listed below (please check):

Professional Qualities	Superior	Above Average	Average	Below Average	N/A
<i>Development Potential</i> Has potential for personal and professional growth.					
<i>Leadership</i> Ability to assume responsibility, organize work and execute projects with others.					
<i>Problem Solving Ability/Judgment</i> Critically evaluates facts and uses common sense and knowledge to reach a reasonable solution.					
Seeks guidance from resource people.					
<i>Attitude/Adaptability</i> Adapts to changes in the working environment and adjusts without adverse reaction.					
<i>Organization</i> Coordinates work in a logical fashion. Expedites plan in a reasonable length of time.					
Initiative/Motivation					
<i>Creativity</i> Demonstrates resourcefulness.					
Work performance					
<i>Communication Skills</i> Communication clearly both orally and in writing. Uses tact when communicating. Listens attentively.					
<i>Ethics and Professionalism</i> Conducts oneself in an ethical and professional manner when relating to coworkers. Establishes effective interpersonal coworkers.					

4. Comments (add a separate page if required)

5. Please indicate your overall evaluation:

<input type="checkbox"/>	Strongly recommend
<input type="checkbox"/>	Recommend
<input type="checkbox"/>	Recommend with reservations
<input type="checkbox"/>	Do not recommend this applicant for the graduate program

6. I may be contacted at (telephone number) _____ for further information.

Name (please print) _____

Signature _____

Occupation / Title _____

Company _____

Thank you. Please return this form to:

University of Fredericton
Admissions Department
371 Queen Street, Suite 101
Fredericton, NB E3B 1B1
FAX: 506-455-1675