

**RADIATION THERAPY TECHNOLOGY PROGRAM**  
**REFERENCE FORM FOR PROFESSIONAL PROGRAM**

**STUDENT WAIVER:**

To the student: You may voluntarily waive your right to have access to a specific Letter of Recommendation/Evaluation written about you in accordance with The Federal Family Education Rights and Privacy Act of 1974 by signing and dating this certificate: I wave, relinquish and disclaim all my rights to have access to the Letter of Recommendation/Evaluation described in this form.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**FOR EVALUATOR USE ONLY**

Please complete this application and place in a sealed envelope.

Your signature is required over the seal. The applicant will submit the sealed envelope with his/her application.

**PLEASE COMPLETE AND RETURN BY APRIL 1**

NAME OF APPLICANT \_\_\_\_\_

How long have you known applicant? \_\_\_\_\_ (Minimum 4 months or 1 semester)

In what capacity is applicant known to you?

\_\_\_\_\_ employee      \_\_\_\_\_ student      \_\_\_\_\_ other (please specify) \_\_\_\_\_

EVALUATED BY: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Please Print Name \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ Place of Employment \_\_\_\_\_ Phone Number \_\_\_\_\_

**PLEASE CIRCLE ONE NUMBER FOR EACH CHARACTERISTIC LISTED BELOW.**

1. ***Punctuality:***

1	2	3	4	5	6	7	8	9	10
Habitually late	Frequently late	Average		Good		Always on time			

2. ***Integrity:***

1	2	3	4	5	6	7	8	9	10
Unsatisfactory	Poor	Average		Good		Excellent			

3. ***Attention to rules and regulations:***

1	2	3	4	5	6	7	8	9	10
Ignores all rules.	Doesn't know they exist.	Average		Good		Follows rules without being prodded.			

4. ***Initiative:***

1	2	3	4	5	6	7	8	9	10
Does only things specifically assigned	Average		Good		Looks for things to do. Does extra reading. Tries to find solutions to problems. Has leadership abilities.				

5. ***Communication:***

1	2	3	4	5	6	7	8	9	10
Does not express self well orally or in writing.	Speaks well but does not write well. Writes adequately but does not speak well.		Communicates adequately both verbally and in writing.		Expresses well verbally and in writing.				

**6. Responsibility:**

1	2	3	4	5	6	7	8	9	10
Unsatisfactory. Takes no responsibility for work, or equipment.	Poor	Average		Good			Accepts responsibility well. Completes assigned tasks on time. Helps keep the area in order. Takes care of equipment.		

**7. Emotional Maturity:**

1	2	3	4	5	6	7	8	9	10
Overconfident.	Unable to accept responsibility for mistakes.	Unsure of capability. Needs encouragement.		Exercises acceptable judgment.			Shows good judgment and self-reliance; handles criticism well.		

**8. Work area, records, reports:**

1	2	3	4	5	6	7	8	9	10
Messy. Disorganized.		Adequate		Good			Excellent. Work area orderly and uncluttered. Records neat legible and understandable. Reports neatly and correctly written.		

**9. Ability to follow instructions:**

1	2	3	4	5	6	7	8	9	10
Resents directions.	Does the work first, reads the instructions later.	Average		Good			Listens or reads carefully. Good attention to detail.		

**10. Organization:**

1	2	3	4	5	6	7	8	9	10
Not able to organize work.		Slow to organize and start work.			Adequately organized to make best use of time.			Very efficient and well organized.	

**11. Speed:**

1	2	3	4	5	6	7	8	9	10
Works very slowly.		Average		Good			Works quickly without loss of accuracy.		

**12. Quality of Work:**

1	2	3	4	5	6	7	8	9	10
Careless		Usually accurate and thorough.		Dependable. Rarely makes errors.			Exceptional Work. Accurate and complete.		

**13. Cooperation and Attitude:**

1	2	3	4	5	6	7	8	9	10
Unwilling to take part. Shows reluctance to cooperate. Complains frequently. Does not accept suggestions.		Usually a good team worker. Sometimes clashes with others and causes some friction. Usually responds to suggestions.		Never complains. A good team worker. Does what is expected Shows interest in job or department.			Goes out of the way to cooperate. Does not have to be asked. Adapts to situations cheerfully. Thoughtful of others.		

**14. Dependability:**

1	2	3	4	5	6	7	8	9	10
Needs constant supervision.		Average supervision required.		Supervision is required only in learning new methods or machines.			On the job 100% of time. Conscientious. Can be trusted to work alone.		

**15. Ability to Work Under Pressure:**

1	2	3	4	5	6	7	8	9	10	N/A
Panics	Nervous and excitable	Average		Good			Works carefully and calmly in an organize manner.			

16. **Job Knowledge and Versatility:**

1	2	3	4	5	6	7	8	9	10	N/A
Very little knowledge of dept. or job. Is completely stalled when anything unusual comes up.		Knows only routine procedures.		Has good working knowledge of basic principles and is able to solve many problems as they arise.			Thorough grasp. of dept. or job. Is able to work out problems as they arise.			

**ADDITIONAL COMMENTS:**

**PLEASE RETURN COMPLETED FORM AND MAIL TO:**

Wayne State University  
 Eugene Applebaum College of Pharmacy & Health Sciences  
 259 Mack Ave  
 Suite 1600  
 Detroit, MI 48201