

# 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)<br>Inadequate  | (2)<br>Below Average   | (3)<br>Satisfactory  | (4)<br>Above Average  | (5)<br>Outstanding  | Cannot Judge |
|----------------------------------|--|--|--|---|---|--------------|
| <b>Current Nursing Knowledge</b> | Outdated; scattered and irregular knowledge of nursing         | Possesses limited current information                          | Familiar with most general information                                   | Keeps abreast   | Thorough, systematic understanding of nursing               |              |
| <b>Creativity</b>                | 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          |              |
| <b>Initiative</b>                | 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                      |              |
| <b>Accuracy</b>                  | 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       |              |
| <b>Communication</b>             | 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                 |              |
| <b>Perseverance</b>              | 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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| Attributes                                  | (1)<br>Inadequate  | (2)<br>Below Average  | (3)<br>Satisfactory   | (4)<br>Above Average   | (5)<br>Outstanding                                     | Cannot Judge |
|---|--|---|---|--|--|--------------|
| <b>Organization</b>                         | 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       |              |
| <b>Leadership</b>                           | 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  |              |
| <b>Judgment</b>                             | 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                                |              |
| <b>Adaptability</b>                         | 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    |              |
| <b>Dependability</b>                        | 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                               |              |
| <b>Stress Tolerance</b>                     | 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 |              |
| <b>Productivity</b>                         | Insufficient; needs prodding   | Does only minimum required  | Good, average output  | Usually does more than required                              | Energetic; highly productive                           |              |
| <b>Overall Potential for Graduate Study</b> | 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](mailto:kathy.collins@uky.edu)

**Thank you!**