

Confidential Pre-Professional Evaluation Form

Completed by the Candidate

Candidate Name: _____ Major: _____

*Signature: _____ Phone Number: _____

Evaluator Name: _____ Position: _____

Relationship and length of time with evaluator: _____

**Candidate's signature waives the right of access to this evaluation; if unsigned, candidate reserves access rights.*

Completed by the Evaluator

Using the items listed below, please rate the candidate on a scale of 1 (lowest) to 10 (highest). If your experience provided no opportunity to judge the candidate in a given area, please denote N/A.

_____ Reliability/Dependability

_____ Social and Interpersonal Skills

_____ Academic Potential (intellect)

_____ Teamwork

_____ Service Orientation

_____ Integrity

_____ Motivation and Self-Discipline

_____ Maturity and Self-Awareness

_____ Oral Communication Skills

_____ Cultural Awareness/Competence

Your letter of evaluation/recommendation is extremely important to the professional school candidate and the Premedical Advisement Committee at Weber State University. Thoughtful comments are appreciated. In addition to those characteristics listed above, please consider the items listed below and on the backside of this page when composing your letter.

- Applicant's strong points and weak points
- Applicant's work habits, work quality, and work attitude
- Applicant's ability to adjust to potentially stressful situations
- Applicant's preparation and desire for their selected professional field (medicine, dentistry, etc.)
- Ranking of applicant when compared to other pre-professional students you might know

*****All letters must be on letterhead and have a valid signature. All letters must also *specifically state* that you supervised or taught the applicant and what the applicant's role was in the experience (i.e.: "I supervised Mr. Doe while he assisted patients" or "I taught Jane in Biology 101").**

In addition to receiving this form, the medical school candidate should provide you with a resume and an addressed, stamped envelope. **Please attach this form to your letter.**

This form should be returned directly to:

Evaluator's Signature

Date

Evaluator's Phone Number

Jason Fritzler, Ph.D.
Premedical Advisor
2512 University Circle
Weber State University
Ogden, UT 84408-2512

10 Tips for Evaluators

1. **Request and review a copy of the applicant's personal statement so that your letter of recommendation can dovetail with – not conflict with or duplicate – the rest of their application.**

2. **Ask the applicant to supply you with additional information like a resume.**

3. **Describe your qualifications for comparing the applicant to other applicants.**

"I have been teaching for 20 years and have advised approximately 450 students on independent research projects over the last five years."

"I have personally supervised 10 interns every summer for the last five years plus worked with over 200 college students in the Big Medical Center ER."

4. **Discuss how well you know the applicant.**

"I was able to get to know Mr. Doe because he made it a point to attend two of my sections every week when only one was required."

"Ms. Smith did research in my laboratory for two years, and I worked very closely with her."

5. **Choose two to three qualities that you observed in the applicant.**

"Jane has a rare blend of top research, analytical, and interpersonal skills."

"The combination of tenacity, willingness to help, and good communication skills found in Mr. Doe is truly amazing."

6. **In discussing those qualities, support your statements with specific instances in which he or she demonstrated those attributes. Be as concrete and detailed as possible.**

"Mr. Doe is the only student I have ever had who came to all of my office hours as part of a relentless – and successful – drive to master biochemistry. He was one of just 10% of the class to receive an A."

Because of Jane's research and communication skills, I did not hesitate to ask her to monitor epileptic patients and prepare electrodes to be implanted in their bilateral temporal lobes. Her quality work contributed significantly to a paper we co-authored and presented to the Society for Neuroscience."

7. **Try to quantify the student's strengths or rank him or her vis-à-vis other applicants that you have observed.**

"He was in the top 10% of his class."

"She has the best research skills of any person her age that I have ever supervised."

8. **Avoid generalities and platitudes.**

9. **Include some mild criticism, typically the flip-side of a strength.**

"The only fault I have encountered in him is his retiring nature. His modesty sometimes hides a young man of remarkable sensitivity and broad interest."

10. **Discuss the applicant's potential in his or her chosen field.**

"I enthusiastically recommend Mr. Doe to your dental training program. This well-rounded student will be a fine, compassionate dentist."

"With her exceptional interpersonal and research skills, Ms. Smith will be an outstanding doctor and a credit to the medical school she attends."