

## Health Science Academy Reference Form

Student Name: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

**Please evaluate the student according to the following criteria, offering additional comments where appropriate:**

- 1 = Unsatisfactory Does not meet expectations
- 2 = Below Average Meets some expectations but needs improvement
- 3 = Satisfactory Meets expectations, but does not exceed them
- 4 = Very Good Exhibits above average performance
- 5 = Exceptional Exhibits superior performance
- 6 = Not Applicable

1 2 3 4 5 6 **Productivity:** Student completes assignments in a timely manner, performs high quality work that is accurate and thorough, and manages time effectively.

1 2 3 4 5 6 **Punctuality:** Student is responsible, dependable, punctual, has good attendance, and notifies supervisor if s/he will be late or unable to work.

1 2 3 4 5 6 **Attitude Towards Work:** Student is enthusiastic, interested, diligent, courteous, and willing to work at difficult or disagreeable tasks.

1 2 3 4 5 6 **Communications Skills:** Student expresses thoughts clearly and is professional in dealing with both co-workers and the public.

1 2 3 4 5 6 **Initiative:** Student asks for work if not assigned and is able to work independently

1 2 3 4 5 6 **Creativity:** Student is innovative, accomplishes tasks in creative ways, and offers suggestions for new or better methods of operation.

1 2 3 4 5 6 **Relationships with Others:** Student is tactful, diplomatic, and maintains good working relationships with co-workers, supervisor, faculty, and staff.

1 2 3 4 5 6 **Overall Contribution:** Student contributes overall to improving the office/department.

### **Additional Comments**

Please identify some of the student's strengths or weaknesses and why you think they would be a good fit for Big Sky's Health Science Academy

\_\_\_\_\_  
Reference Signature

\_\_\_\_\_  
Date