

**INSTRUCTIONS:** Recommendation providers must be an individuals who are able to rate your ability, potential, and readiness for graduate education and professional social work practice. Please give the form to one academic source (professor, advisor, field instructor) and one current/recent supervisor. If it has been more than five years since you attended a college/university, all references may come from current/recent supervisors.

**DIRECTIONS TO THE APPLICANT:** Complete the top portion of this form and give it to an individual who has agreed to serve as a reference for you. This form can be delivered to the Office of Admission by faxing to: 866-659-1143, emailing the form as an attachment: [apply@brandman.edu](mailto:apply@brandman.edu) or by mail to: Brandman University, ATTN: Office of Admission, 16355 Laguna Canyon Rd., Irvine, CA 92618. If the recommender will be mailing the recommendation, please provide them with a return envelope.

**PLEASE NOTE:** If you waive your right to examine this recommendation, this form can only be submitted by the recommender.

**Applicant Identifying Information**

Last Name	First Name
Address	SS# (Last 4 digits for verification purposes)
City, State Zip Code	Email Address
Program Applying to	Primary Phone(###-###-####)

**Recommendation Waiver**

Do you wish to waive your right to examine this recommendation?      Yes         No  

Under the Family Educational Rights and Privacy Act of 1974, students have access to their education record, including recommendations. However, students may waive their right to view these recommendations, in which case they will be held in confidence.

Your comments will/will not be disclosed to the applicant based on the box checked above. Please complete the following information about yourself and the applicant.

**Recommender Information**

Last Name	First Name
Email Address	Primary Phone(###-###-####)
How long have you known the applicant?	In what capacity do you know the applicant?
Years / Months	Professionally / Academically

**Company / Organization Information**

Company / Organization		Position / Title	
Address		City Zip Code	State
Program Applying to		Primary Phone(###-###-####)	

**Degree(s) Earned Information**

<p>Do you have an MSW degree?</p> <p>YES   <input type="checkbox"/>   NO   <input type="checkbox"/></p>	<p>Do you have a PhD in Social Work or Related Degree?</p> <p>YES   <input type="checkbox"/>   NO   <input type="checkbox"/></p>
School Name for MSW degree	School Name for PhD in Social Work or Related Degree

If neither of the above, what degree(s) do you have and from what school?

Degrees(s) earned	School Name
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**Applicant Evaluation**

We appreciate your willingness to serve as a reference for the person applying to our Master of Social Work (MSW) program. We are seeking applicants who are able to succeed in our academic program and cope with the rigors of graduate education. These individuals should possess the personal qualifications essential for professional social work practice. We ask that you answer the following questions about the applicant in a letter you attach to this form. Please keep in mind that the Brandman University, Social Work program is seeking students who can communicate well (both in writing and orally), think critically, and have a commitment to social and economic justice and diversity. Additionally, Brandman MSW students must be committed to the values and ethics of the social work profession.

Please rate the applicant, relative to other individuals you have known in social work or other human service fields.

Rate the applicant using the following factors on a scale of:	Exceptional (Top 5%)	Outstanding (Top 20%)	Good (Top 35%)	Average (Top 50%)	Below Average (Bottom 50%)	No Basis for judgment
Academic ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity/Ethical behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sense of responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to enhance the lives of people s/he will serve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional demeanor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respects individual differences/diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts constructive criticism & acts upon it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to learn appropriate technologies related to performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. How would you describe the applicant's strengths in terms of knowledge, attitudes and skills?

2. How would you describe the applicant's strengths and areas for improvement in terms of knowledge, attitudes and skills?

3. Discuss the applicant's assets and liabilities and how they might affect his/her social work practice?

4. How would you describe the applicant's potential to practice without discrimination and with respect for all people?

5. Please add any other comments.

Please indicate your overall recommendation for this applicant:

- 1  Highly Recommended
- 2  Recommended
- 3  Recommended with Reservations
- 4  Do Not Recommend

Recommender Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name

Recommender Signature: \_\_\_\_\_