

DETACH FORM ALONG PERFORATION

Letter of Recommendation Form

THIS FORM MUST BE ATTACHED TO YOUR LETTER OF RECOMMENDATION

Name of requesting applicant (PLEASE PRINT):

LAST

FIRST

MIDDLE OR OTHER SURNAME

WAIVER OF RIGHT OF ACCESS TO CONFIDENTIAL STATEMENTS

I have asked _____
 to write a letter of recommendation for me in support of my application/consideration for admission to the UB School of Social Work. I hereby waive my right to inspect the letter of recommendation. I understand that the University at Buffalo does not require that I waive that right as a condition for admission.

APPLICANT'S SIGNATURE

DATE

If the applicant does not sign the above waiver statement, the law specifically reserves to the applicant the right of access to the letter in question.

Reference Letter

APPLICANT'S NAME

The above named person has applied for admission to our Master of Social Work Program and has given your name as a reference. Your candid assessment of the applicant's potential for graduate social work education would be greatly appreciated. Applicants should be mature and emotionally stable, and demonstrate a capacity for self-awareness and personal growth.

1. How long and in what connection or capacity have you known the applicant?

2. On the chart below, please indicate by number your evaluation of this applicant's ability in each category. Obviously, applicants will be stronger in some areas than in others. Using the 1-5 scale, rank the applicant on each of the following attributes.

SCALE: 1 - Below average 2 - Average 3 - Good 4 - Very good 5 - Superior 0 - Unable to judge

ATTRIBUTE	EVALUATION					
Analytic ability	1	2	3	4	5	0
Intellectual capacity	1	2	3	4	5	0
Level of maturity and emotional stability	1	2	3	4	5	0
Ability to be self-examining and self-aware	1	2	3	4	5	0
Sense of responsibility/follow through	1	2	3	4	5	0
Sensitivity to needs and feelings of others	1	2	3	4	5	0
Leadership ability	1	2	3	4	5	0

SCALE: 1 - Below average 2 - Average 3 - Good 4 - Very good 5 - Superior 0 - Unable to judge

Willingness to accept direction and/or supervision	1	2	3	4	5	0
Creativity	1	2	3	4	5	0
Ability in oral communication	1	2	3	4	5	0
Ability in written communication	1	2	3	4	5	0
Motivation for chosen field	1	2	3	4	5	0
Integrity	1	2	3	4	5	0
Ability to work within a team	1	2	3	4	5	0
Ability to effectively address conflict	1	2	3	4	5	0
Concern and commitment to work toward solving social problems	1	2	3	4	5	0
Ability to respect and work with differences in people (e.g., race, class, age, culture, ethnicity, sexual orientation)	1	2	3	4	5	0
Ability to understand and uphold the NASW Code of Ethics	1	2	3	4	5	0

3. Please attach a written narrative statement on proper letterhead addressing the following questions:

- a. Assess the applicant's academic and professional promise.
- b. Discuss the attributes that most strongly recommend this applicant.
- c. In which area does the applicant need the most growth or improvement?

4. Summary evaluation: Please indicate the strength of your overall recommendation.

- Highly recommend
- Recommend
- Recommend with reservations noted
- Do not recommend

Name of reference writer (include title and credentials):

Signature of reference writer:

Please attach this form to your written narrative statement and return in a sealed envelope to the applicant or to:

University at Buffalo School of Social Work, 685 Baldy Hall, Buffalo, NY 14260-1050