



## BSW Letter of Recommendation (Evaluation Form)

### I. Instructions to the applicant:

You are responsible for assuring that references from persons who can address your qualifications for baccalaureate education in social work and for professional social work practice are received by the School of Social Work. References from employers, supervisors, colleagues, field instructors, and social work professors are appropriate. References from members of your own family or personal friends are not. If you are admitted and enrolled, you have a right under Public Law 93-380 to review your references. Please sign below to indicate if you waive this right. It is important for the person writing your reference and the BSW Admissions Committee to be aware of your decision.

This form and letter of recommendation should be included as part of your application. You must provide all information requested in this top section.

Print the name and address of the person providing the recommendation. Provide the reference writer with this form and an envelope labeled School of Social Work Attention: Admissions. They must complete the form, seal the envelope and sign along the flap. **DO NOT MAIL**, rather return the labeled, sealed, signed envelope directly to the School of Social Work (Education Building Rm. 716).

Under the provisions of the Family Education Rights and Privacy Acts of 1974, this applicant (if admitted and enrolled) will have access to the information provided unless he/she has waived such access.

I hereby waive my right of access to the information in this recommendation.		I do not waive my right of access to the information in this recommendation	
Name of applicant (please print)		Name of applicant (please print)	
Signature of applicant	Date	Signature of applicant	Date

### II. Instructions to the Reference Writer:

Your thoughtful, frank reflection on the qualifications of this applicant for admission to the Boise State University Bachelors of Social Work Program will make a major contribution to our admissions process. Admission to the BSW Program is highly competitive. Our program is intellectually and personally challenging and is designed to educate small numbers of outstanding social work practitioners. We are asking your assistance in identifying potential students of exceptional maturity, with values compatible with those of professional social work, with capacity for critical thinking and self-reflection, and with strong potential for personal and professional growth. In addition to filling out this form we encourage you to elaborate upon your candid assessment of this candidate in a separate letter. **Please seal your reference in the envelope provided by the student, sign your name across the envelope flap, and have the student return it to the School of Social Work as part of the Application Process.** Thank you for your assistance in our admissions process.

#### Please Print

Reference Writer:		Title:	
Agency:	Address:		
City:	State:	Zip:	
Telephone:	E-mail:		



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

2. I know the applicant:  Very well  Fairly well  Not very well

3. Please describe the extent of your opportunities to assess the applicant's qualifications.

4. Please rate each item according to your best perceptions of the applicant's ability in comparison with others you have known at similar stages of their careers.

Your rating is among several major factors taken into account in our admissions process. Your entirely candid response is important.

	Outstanding	Above Ave.	Average	Below Ave.	Don't Know
<b>A. Academic Skills</b>					
1. Critical thinking					
2. Written Communication					
3. Oral Communication					
4. Intellectual Curiosity					
5. Ability to Consider Opposing Viewpoints Non-judgmentally					
6. Creativity and Originality					
<b>B. Professional Skills</b>					
1. Self-awareness					
2. Commitment to Social Work Values & Ethics					
3. Ability to Cope with Ambiguity					
4. Emotional Stability and Maturity					
5. Motivation & Seriousness of Purpose					
6. Honesty & Integrity					
7. Quality of Work					
8. Leadership					
9. Reliability/Dependability					
10. Positive Response to Criticism/Supervision					
11. Sound Judgment					
12. Professionalism					
13. Openness to Change					
14. Empathy					
15. Commitment to Social Justice					
16. Acceptance of Diversity					
17. Cultural Sensitivity & Competence					
18. Interpersonal Relations					
19. Organization/Planning					
20. Conflict Management & Resolution					
21. Ability to Work With Distressed, Oppressed, Suffering Persons					



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**5. You have been asked to:**

Please describe the applicant and assess her or his potential for success in social work education and a career in human services. If the applicant was an employee or volunteer under your direct supervision, please describe the applicant's duties and evaluate her or his performance. If you prefer, you may attach your comments in a separate letter.

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**6. Please indicate your overall endorsement of the applicant:**

- Recommend Highly       Recommend       Recommend with Reservations       I Do Not Recommend

**7. Any additional comments: If necessary, add additional sheets to complete the questions.**

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Thank you for your time and interest.

Reference Writer's Signature	Date
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