



# WORK REFERENCE FORM

## REGISTERED NURSE

Please return completed form to  
 Southeast Tech  
 2320 N Career Ave Sioux Falls, SD 57107  
**Phone:** 605-367-6040 or 800-247-0789  
**Fax:** 605-367-8305  
**Email:** Admissions@southeasttech.edu

I, \_\_\_\_\_ waive the right to review this recommendation. I understand this will be kept confidential.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

The above named applicant is applying for admission to the RN Associate of Applied Science Nursing Program at Southeast Tech in South Dakota. Please complete this form, place in a sealed envelope with your signature across the seal and return to applicant. The applicant will submit your reference with their application to the Southeast Tech RN Program. The statements you make will be regarded as confidential.

**PLEASE RATE THE QUALITIES OF THIS APPLICANT BASED ON THE FOLLOWING:**

	OUTSTANDING	SATISFACTORY	NEEDS IMPROVEMENT	UNABLE TO EVALUATE	EXPLAIN, IF NECESSARY
Initiative/Motivation	10 9 8	7 6 5	4 3 2 1		
Overall Communication Skills	10 9 8	7 6 5	4 3 2 1		
Oral Communication	10 9 8	7 6 5	4 3 2 1		
Written Communication	10 9 8	7 6 5	4 3 2 1		
Interpersonal Skills Co-workers/Patients	10 9 8	7 6 5	4 3 2 1		
Adaptability	10 9 8	7 6 5	4 3 2 1		
Integrity	10 9 8	7 6 5	4 3 2 1		
Work Ethic	10 9 8	7 6 5	4 3 2 1		
Organizational Skills	10 9 8	7 6 5	4 3 2 1		
Problem Solving	10 9 8	7 6 5	4 3 2 1		
Responsibility/Maturity	10 9 8	7 6 5	4 3 2 1		
Compassion	10 9 8	7 6 5	4 3 2 1		
Accepts Constructive Guidance	10 9 8	7 6 5	4 3 2 1		
Dependability/Attendance	10 9 8	7 6 5	4 3 2 1		
Nursing Skills at Workplace	10 9 8	7 6 5	4 3 2 1		
Prioritizing Care	10 9 8	7 6 5	4 3 2 1		
Overall Professionalism	10 9 8	7 6 5	4 3 2 1		

- Relationship to applicant (please check one) \_\_\_ Advisor \_\_\_ Teacher \_\_\_ Work Supervisor \_\_\_ Other  
 If Other, please indicate relationship: \_\_\_\_\_
- How long have you known the applicant? \_\_\_\_\_
- If you have other information that you feel would be significant to the Admissions Committee in the evaluation of this applicant's qualifications, please provide that information on the **back** of this form.
- In consideration of the total perspective, please rate this applicant.

**Highly Recommend**

**Recommend**

**Serious Reservations**

Organization/Institution \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

[WWW.SOUTHEASTTECH.EDU](http://WWW.SOUTHEASTTECH.EDU)