



In Reply Refer To: 118R/LR

_____ has applied for employment as a Student Nurse Technician at the Central Arkansas Veterans Healthcare System, and has submitted your name as a reference.

Information regarding the applicant's work history is an important part of our employment review process for all nurses. To expedite that process for this applicant, please complete the form (on back) and return it to this office as soon as possible.

Fax (preferred): (501) 257-6179 (Attn: Nurse Recruitment)
Mail: Central Arkansas Veterans Healthcare System
4300 W. 7th Street
Little Rock, AR 72205

Thank you for your assistance. If you have any questions, please call Nurse Recruitment at (501) 257-6153.

Sincerely,

Nurse Recruitment

Title 5, United States Code, grants the VA the authority to make inquiries concerning the fitness and qualifications of an applicant for employment in the VA. Please understand that we regard the provision of this information on your part as voluntary.

The information you provide on the above named individual will be disclosed to the individual on his or her request.

APPRAISAL OF APPLICANT

Name of Applicant:

1. Please place a (√) opposite the category which most nearly characterizes your appraisal of the applicant.

CATEGORY	EXCELLENT	SATISFACTORY	ADEQUATE	WEAK
A. PERSONAL APPEARANCE				
B. CLINICAL KNOWLEDGE				
C. CLINICAL COMPETENCE/SKILLS				
D. PROFESSIONAL ATTITUDE				
E. CHARACTER				
F. EMOTIONAL STABILITY AND MATURITY				
G. INTERPERSONAL RELATIONS				
H. ABILITY TO WORK WITH OTHERS AS TEAM MEMBER				
I. WORK HABITS				
J. MOTIVATION FOR GRADUATE STUDY				
K. POTENTIAL FOR ADVANCEMENT	Administrative	Education	Clinical	Research

2. How long have you known the applicant?

3. What has been your relationship with the applicant?

4. As an overall evaluation, considering all the individuals in this field with whom you are personally acquainted, how would you rate this applicant?

	UPPER 5%		UPPER 25%		MIDDLE 50%		LOWER 25%		LOWER 5%
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ADDITIONAL COMMENTS

SIGNATURE

POSITION

DATE