

LA SIERRA UNIVERSITY

Formerly known as the La Sierra Campus of Loma Linda University

NON-CONFIDENTIAL statement of reference concerning:

The candidate has access to this reference in the Placement Service Office.

(Please check the appropriate box)

I would employ or re-employ this individual: Yes No

This recommendation is based on a close casual conversation of _____ year(s).

Signature _____ Date _____
Name _____ Telephone _____
Organization _____ Street Address _____
Position of Writer _____ City, State and Zip _____

NOTE TO THE AUTHOR

Your assistance in helping the candidate named below compile a non-confidential placement file is sincerely appreciated. The report which you write will be made available to employing officials. The report is non-confidential.

Please return the entire form to the Placement Services Office. This non-confidential letter will be copied for mailing purposes, so please type. The candidate has on file with this office a non-confidential waiver from authorizing the University to forward copies of his/her file of references to perspective employers. The candidate will have access to his non-confidential file of reference as required by the Family Education Rights and Privacy Acts of 1974.

Please comment about the following areas in your recommendation: personality, dependability, personal integrity, scholastic ability, and professional promise. If the candidate is applying for a teaching position, you may also wish to include information about student teaching and/or leadership ability.

NOTE TO THE CANDIDATE

Please fill in the information requested below. Give this form to the person who will write the reference and have them mail it directly to the Placement Services Office. We do not accept any letters of recommendation delivered by the candidate (unless they are enclosed in a sealed and sign envelope and arrangements have been made).

Your Name _____ Current Degree/Credential _____
Street /Address _____ Major/Specialty _____
City, State, Zip _____ Type of Position Sought _____
Telephone () _____

CAREER & PLACEMENT SERVICES
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