

Idaho State University  
College of Technology  
Occupational Therapy Assistant Program

**Reference Form**

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Note to the Applicant:**

Complete the top section with your printed name before forwarding it to your recommender. Provide your recommender with **a self-addressed stamped envelope** to: Idaho State University, College of Technology, 921 South 8<sup>th</sup> Avenue, Stop 8230, Pocatello, Idaho 83209-8230. Or they may fax it to 208-282-5195 or email it to [ctechss@isu.edu](mailto:ctechss@isu.edu).

**I hereby waive my right to access to this letter of recommendation** to encourage the reference to provide a candid assessment. As well, this letter will *remain confidential*. **I understand that a letter of recommendation from a family member is unacceptable.**

Please sign on the line below:

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

***Recommender Name (Please Print):***

***Place of Employment:***

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Recommender's Signature**

\_\_\_\_\_  
**Date**

**Note to Referee:**

Thank you for assisting the above-named person in applying to the Idaho State University Occupational Therapy Assistant Program. Applicants to the ISU OTA program are required to select TWO references to complete this form. The form is intended to provide insight into the personal and professional behaviors of the applicant. The ISU OTA admission committee requests that you complete this form with all honesty to ensure that the most competitive students are selected for our program. Upon completion of the evaluation, please place the form in the attached self-addressed stamped envelope with your signature across the seal and return it to the student.

Idaho State University  
College of Technology  
Occupational Therapy Assistant Program

1. I have known the applicant for \_\_\_\_ months or \_\_\_\_ years.
2. Relationship to applicant: \_\_\_\_\_
3. I feel that I know the applicant: \_\_\_\_ very well \_\_\_\_ well \_\_\_\_ not very well
4. Please rate the applicant by checking the number that best reflects your judgment of the applicant:

	Poor	Fair	Good	Excellent	
Attributes:	1	2	3	4	N/A
Writes and speaks with organization and clarity					
Relates effectively to persons in authority					
Responds maturely verbally and non-verbally to others					
Constructively works with others					
Follows directions well and asks for clarifications when needed					
Demonstrates self-confidence					
Utilizes effective processes to solve problems					
Accepts responsibility for his/her behavior and is ethical					
Is flexible/adaptable					
Works independently					
Demonstrates initiative					
Grasps new concepts quickly					
Dresses appropriate to the situation					
Demonstrates safety awareness					

Please note that you are welcome to attach a letter of recommendation in addition to completing this reference form. The Idaho State University OTA selection committee thanks you for your willingness to assist in this selection process.