



San Diego Clinical Laboratory Scientist Training Program

CONFIDENTIAL RECOMMENDATION

Confidential Recommendation for

Applicant information:

Last, First (Maiden): _____

Email / Phone : _____

To the Recommender

The person named above has been invited to interview for admission to the San Diego Clinical Laboratory Scientist Training Program, a 12 month full-time program of rigorous training in the field of clinical laboratory medicine and technology. Note that historically the number of qualified applicants far exceeds the number of training positions available, thus our review committee is focused on selecting individuals whose intelligence, motivation, and personal qualities best indicate strong potential for success in our academic/practical program, and promise in the clinical laboratory profession.

Therefore, please provide a frank appraisal of the applicant as he/she compares to others you have encountered in the same student/employee category. Comments on what may add to or detract from the candidate's potential success are most helpful. Our program review committee does have access to the applicant's academic transcripts.

CONFIDENTIALITY: Consistent with the Family Education Rights and Privacy Act of 1974, this form will not become part of the permanent trainee record and will not be available to the applicant. The student also has waived all future privilege to view your letter of recommendation being submitted to our program. However you are free to discuss your evaluation and comments with the applicant.

Please note that you will be responding as an individual, not as a representative of any company or organization.

(Please complete the following fields, **or** enter your professional information in the box below)

Salutation (select one): Mr. Mrs. Ms. Dr. Professor

Name : _____ Email : _____

Current Job Title : _____

Your specific area of expertise : _____

Current company: _____ Contact phone number: _____

Signature of Recommender: _____ Date _____

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Applicant Name - Last, First _____

1. What is/was your main connection to the applicant? I am/was a:

- | | |
|--|--|
| <input type="checkbox"/> Supervisor - Manager - Lead | <input type="checkbox"/> Professor/Instructor |
| <input type="checkbox"/> Lead/Charge/Preceptor | <input type="checkbox"/> Teaching Assistant/Section Leader |
| <input type="checkbox"/> Colleague/Peer/Co-worker | |
| <input type="checkbox"/> Other: _____ | |

2. How current is your relationship with the applicant?

- Currently work or interact together
- Worked or interacted in the last 2 years
- Worked or interacted 2-5 years ago
- Worked or interacted 5+ years ago

3. How long did you work/interact together?

- Less than 6 months
- Between 6 and 2 years
- Between 2 years and 5 years
- More than 5 years

4. Did you work:

- In direct contact
- Sometimes on same projects
- Rarely on same projects
- We have never worked directly together

5. Starting with the most important, please name and comment on the top 3 work-related strengths of the applicant?

6. What would you say is/was the applicant's most significant accomplishment with your company?
(Please also expand on level of involvement, meeting priority due dates and outcomes)

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7. Starting with the most important, please comment on the top 3 areas in which this individual could improve his/her professional or academic performance.

8. If you had the opportunity, would you hire or recommend hiring the applicant again? (5=Very likely, 1=Not at all likely)

5 ○ 4 ○ 3 ○ 2 ○ 1 ○

9. How would you rate the overall quality of the applicant’s job performance? (5=Superior, 1=Inferior)

5 ○ 4 ○ 3 ○ 2 ○ 1 ○

General Ranking: Please rate the candidate in comparison to other individuals whom you have known in a similar capacity on the following characteristics. You may comment on any of these attributes in the ‘Specific Comments’ section.

For the following questions, please rank the applicant as:

5 = Superior/100% of the time 3 = Satisfactory 1 = Inferior
 4 = Exceeds expectations/Most of the time 2 = Needs improvement NA = No basis for judgement

Ranking	Attribute
	10. Demonstrates mastery of job related knowledge and skill required of the position (theory and technique)? Competently operates and maintains equipment and technology? Performs tests/tasks with minimal error?
	11. Executes tasks, recognizes abnormalities, makes decisions and creates results in a timely manner? Balances workload efficiently?
	12. Maintains standards in documentation of information? Demonstrates proficiency in computer related requirements and tasks?
	13. Instructs, trains and guides others in processes and procedures?
	14. Demonstrates a cooperative attitude with others (doctors, nurses, supervisors, colleagues) to allow for good working relationships? Invests in the success of all team members?
	15. Exhibits motivation and enthusiasm for all assignments. Embraces being challenged with new tasks? Seeks involvement in clinical improvement / organizational changes?
	16. Communicates necessary and important information promptly to others (directors, managers, supervisors, peers, direct reports, non-company personnel, etc.)?

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	17. Pays full attention when other people are speaking and takes time to understand them?
	18. Follows organizational and/or lab regulations & safety procedures? Maintains a clean and organized environment?
	19. Demonstrates strong commitment to quality control and quality assurance?
	20. Acts in a trustworthy, respectful, honest manner? Exhibits the highest level of integrity?
	21. Exhibits emotional maturity, self-control and flexibility, even in stressful situations? Adjusts behavior in response to new or changing situations?
	22. Deals with feedback/criticism, using it as an improvement opportunity, rather than becoming angry, flustered or defensive?
	23. Exhibits consistent practice of dependability in attendance and punctuality?
	24. Treats other people, including those of different backgrounds, beliefs, and gender, with fairness and respect?

Specific Comments This section is for your personal comments regarding the applicant. Please elaborate on work ethic, and ability to assume responsibilities, complete tasks and resolve problems. You may also mention any exceptional qualities, expand on technical skills, provide more detail on weaknesses or extenuating circumstances, etc. You may provide comments below, or in the form of an attached letter.

Please return **within (2) weeks of receipt from applicant, please send:**

by U.S. mail: San Diego Clinical Laboratory Scientist Training Program
c/o UC San Diego Health Clinical Lab, attn: Ana Dowey
9300 Campus Point Dr. #7320
La Jolla, CA 92037-1300

-or- by email: clsprogram@ucsd.edu

Thank you for your time and consideration spent on providing this recommendation!

San Diego CLS Training Program