

Reference Report
Master of Human Resources and Labor Relations
School of Human Resources and Labor Relations
Michigan State University

Applicant: Please complete section A and give one form to each of the three individuals who will support your application. While employers are allowed, please try to obtain at least two recommendations from professors.

Section A

Name of Applicant: _____

Undergraduate Major: _____

Authorization for Waiver:

This waiver is not required as a condition of admission to Michigan State University for Graduate Study.

I understand my right under the U.S. Family Rights and Privacy Act of 1974 to review confidential appraisals placed in my file on or after January 1, 1975 that are submitted with reference to admission to a graduate or other school.

Please check one and sign below.

I waive my right to inspect this recommendation when completed and understand it will remain confidential.

I do not waive my right to inspect this document.

Signature _____

Section B

To be completed by individual supporting application to graduate study.

Respondent: The individual identified above has asked you to serve as a reference for his or her application to the School of Human Resources and Labor Relations graduate program. Please complete the information requested on page 2 and attach to your letter of evaluation. Please put your letter on official university or business letterhead and return your letter and this form to:

Cheryl Mollitor
Academic Program Coordinator
School of Human Resources and Labor Relations
166 Service Rd.
East Lansing, MI 48824

Name of Evaluator: _____

Title: _____

Institution: _____

Address: _____

1. I have known the applicant as an undergraduate student; a graduate student; an employee; other (please explain) _____.
2. I have served as the applicant's major advisor; teacher in several classes; teacher in one class; supervisor; other (please explain) _____.
3. Please appraise the applicant on as many of the items below as possible.

	Excellent	Good	Average	Poor	Not Recommended	Not Observed
Intellectual Potential						
Motivation for Graduate Work						
Ability to express self in writing						
Ability to express self verbally						

Signature _____ Date _____

Thank you for your time and assistance.