



LETTER OF RECOMMENDATION
HEALTH INFORMATION MANAGEMENT PROGRAM
Associate of Applied Science Degree

Northwest Arkansas Community College Center for Health Professions
One College Drive Bentonville, AR 72712
Phone 1-479-936-5118

APPLICANT NAME _____

Release of access to this letter of recommendation:

The applicant must complete and sign the following statement before submitting this form to the recommender. This request is in compliance with federal law P.L. 9380, family Educations Rights and Privacy Act of 1974.

I waive my right of access to this letter of recommendation.

I do not waive my right to access to this letter of recommendation.

Applicant's Signature _____

Date _____

PLEASE PRINT:

Name of Candidate _____

Last,

First

Middle

Email Address _____

RECOMMENDATION SUMMARY SHEET TO BE COMPLETED BY RECOMMENDER

The above-named applicant is applying for admission to the Health Information Program. Students applying for admission to this program are evaluated on a variety of academic and nonacademic criteria, including situations where the applicant has been a student or employee. Applicants have been requested to refer this form for completion to persons who have had an opportunity to observe closely the applicants performance.

After the recommender receives this form from the applicant and completes it, the form is to be placed in a sealed envelope. Recommender must sign across flap and return directly to the address above or to the applicant. Applicants are not considered for admission unless all reference forms distributed by the applicant are completed and returned by the deadline (see student for deadline.)

How long have you known the applicant? _____

In what capacity have you known the applicant (teacher, advisor, employer, etc.?)

DIRECTIONS:

Please do not proceed before reading. For each behavior listed below, please indicate your level of agreement with the statement as an indicator of the applicant's performance.

A. DECISION-MAKING SKILLS

1. Establishes priorities and follows through in an appropriate manner. Sets personal deadlines and goals.

- No opportunity to observe
- Strongly agree
- Agree
- Somewhat agree
- Somewhat disagree
- Disagree
- Strongly disagree

2. Makes decisions without requiring a great deal of guidance and/or support.

- No opportunity to observe
- Strongly agree
- Agree
- Somewhat agree
- Somewhat disagree
- Disagree
- Strongly disagree

B. INITIATIVE, MOTIVATION, RESPONSIBILITY, ORGANIZATION, LEADERSHIP

3. Self-initiates work or new projects. Works or acquires new learning without being forced to do so. Self-motivated to begin projects or seek new information on own. Takes appropriate action without needing to be directed.

- No opportunity to observe
- Strongly agree
- Agree
- Somewhat agree
- Somewhat disagree
- Disagree
- Strongly disagree

4. Does more than minimal amount of work required for task. Adds to or embellishes on minimal content of a project or assignment.

- No opportunity to observe
- Strongly agree
- Agree
- Somewhat agree
- Somewhat disagree
- Disagree
- Strongly disagree

5. Completes work or projects in a systemic manner. Is an organized individual who follows through to finish.
- No opportunity to observe
 - Strongly agree
 - Agree
 - Somewhat agree
 - Somewhat disagree
 - Disagree
 - Strongly disagree
6. When meeting responsibilities:
- a. Arrives on time.
- No opportunity to observe
 - Strongly agree
 - Agree
 - Somewhat agree
 - Somewhat disagree
 - Disagree
 - Strongly disagree
- b. completes work and projects on-time
- No opportunity to observe
 - Strongly agree
 - Agree
 - Somewhat agree
 - Somewhat disagree
 - Disagree
 - Strongly disagree
7. Is responsible for own work. Does not rely on others to help with work or do work for him/her.
- No opportunity to observe
 - Strongly agree
 - Agree
 - Somewhat agree
 - Somewhat disagree
 - Disagree
 - Strongly disagree

8. Can be trusted, conscientious
- No opportunity to observe
 - Strongly agree
 - Agree
 - Somewhat agree
 - Somewhat disagree
 - Disagree
 - Strongly disagree

9. Exercises leadership appropriately
- No opportunity to observe
 - Strongly agree
 - Agree
 - Somewhat agree
 - Somewhat disagree
 - Disagree
 - Strongly disagree

C. RESPONSE TO STRESS

10. Work or ability to work does not suffer appreciable:

a. Under time pressure.

- No opportunity to observe
- Strongly agree
- Agree
- Somewhat agree
- Somewhat disagree
- Disagree
- Strongly disagree

b. When applicant is in an anxiety state (test situations, etc.)

- No opportunity to observe
- Strongly agree
- Agree
- Somewhat agree
- Somewhat disagree
- Disagree
- Strongly disagree

11. Accepts criticism appropriately
- No opportunity to observe
 - Strongly agree
 - Agree
 - Somewhat agree
 - Somewhat disagree
 - Disagree
 - Strongly disagree

D. COMMUNICATION

12. Demonstrates competency in written communication.
- No opportunity to observe
 - Strongly agree
 - Agree
 - Somewhat agree
 - Somewhat disagree
 - Disagree
 - Strongly disagree

13. Demonstrates competency in oral communication.
- No opportunity to observe
 - Strongly agree
 - Agree
 - Somewhat agree
 - Somewhat disagree
 - Disagree
 - Strongly disagree

E. PERSONAL CHARACTERISTICS

14. Express and defends opinions or ideas in the face of an authority figure with an opposing point of view.
- No opportunity to observe
 - Strongly agree
 - Agree
 - Somewhat agree
 - Somewhat disagree
 - Disagree
 - Strongly disagree

15. Exhibits empathy towards others.

- No opportunity to observe
- Strongly agree
- Agree
- Somewhat agree
- Somewhat disagree
- Disagree
- Strongly disagree

16. Is respectful and accepting of others. Adapts thinking to allow for other persons' point of view.

- No opportunity to observe
- Strongly agree
- Agree
- Somewhat agree
- Somewhat disagree
- Disagree
- Strongly disagree

17. Relates well to faculty

- No opportunity to observe
- Strongly agree
- Agree
- Somewhat agree
- Somewhat disagree
- Disagree
- Strongly disagree

18. Relates well to peers

- No opportunity to observe
- Strongly agree
- Agree
- Somewhat agree
- Somewhat disagree
- Disagree
- Strongly disagree

19. Relates well to employers

- No opportunity to observe
- Strongly agree
- Agree
- Somewhat agree
- Somewhat disagree
- Disagree
- Strongly disagree



20. Adapts/is flexible in coping with change

- No opportunity to observe
- Strongly agree
- Agree
- Somewhat agree
- Somewhat disagree
- Disagree
- Strongly disagree

Compared to all students/employees I have had, this candidate is:

- One of the most able (top 10%)
- More able than most (top 30%)
- About Average
- Less able than most (lowest 30%)
- Least able (lowest 10%)

Comments or examples to supplement above ratings

Print name of person completing this form: _____

Position or title: _____

Phone Number: _____ Date _____

Institution: _____

Address: _____

Signature: _____



HEALTH PROFESSIONS

Personal Essay **HEALTH INFORMATION MANAGEMENT PROGRAM**

Submit a personal essay—a brief statement discussing why you are interested in the Undergraduate Program in Health Information Management, your professional goals including how and when you became interested in this field of study. You may also include other areas of interest, extra-curricular activities and leadership experiences. The personal essay must be one page or less in Calibri 12 point font.