



Reference Request Guide

The Health Professions Advising office (HPO) appreciates your efforts in helping our students gain admission into their chosen professional school. This guide is intended to assist you with suggested topics to mention in your evaluation of the applicant.

Letters of evaluation (LOE) are a critical component of the application process for professional schools. The Health Professions Committee (HPC) frequently uses quotes directly from letters of evaluation when composing the committee letter. To comply with the request for professional programs, we ask that all letter writers please use the following format when composing your LOE: All LOEs must be on letterhead, signed by the letter writer, and contain a date of composition. Without these items, the letter will be returned to the letter writer for revision. Please note that a brief explanation of the timeframe and context in which you know the applicant is a great help to the committee. **Please be sure to address all letters as: “Dear Admissions Committee Members:”**

The letter that you compose will be forwarded to the professional schools or programs via a secure digital upload or through the postal mail.

Most professional schools seek your opinion on non-quantifiable attributes of the candidate such as traits the applicant exhibits in your interactions. Please refer to the topics below for guidance.

Personal Competencies

- **Integrity and Ethics:** honesty and social responsibility
- **Reliability and Dependability:** trustworthy, consistent results
- **Service Orientation:** altruism, sensitivity and responsiveness to needs of others,
- **Professionalism:** reliability, dependability
- **Social and Interpersonal skills:** independence, leadership
- **Teamwork:** cooperative, abides by rules, accountability
- **Capacity for Improvement:** self reflection
- **Resilience and Adaptability:** timely rebound, stress management, adapting to adversity, self improvement
- **Cultural Competence:** awareness of barriers across cultural groups and genders
- **Oral Communication:** clear, concise
- **Personal Qualities:** compassion, resilience, adaptability, self-reliance, sense of humor, stamina
- **Unique Contributions to the Incoming Class:** explain how applicant may contribute to the professional school’s diversity, broadly define (e.g., background, attributes, experiences, etc.)
- **Fit with and understanding of a career in a health profession**

Academic Competencies

- **Desire to learn**
- **Attitude toward course activities in and outside of class**
- **Writing skills**
- **Group or teamwork skills**
- **Research competencies**
- **Intellectual curiosity**
- **Critical thinking**
- **Quantitative reasoning**
- **Overall academic excellence and ability, particularly if at variance with academic performance.**

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Submitting your letter: Evaluators can submit their letter to the HPAO by using the email below.

Please email letter (as a .pdf) to itoa@fullerton.edu.

* If you are having trouble formatting or signing your document please email itoa@fullerton.edu and Ashley Chrisakis can assist you.