



CAREER DEVELOPMENT CENTER

PLATTSBURGH STATE UNIVERSITY

101 Broad Street – Kehoe 202

Plattsburgh, New York 12901

Phone: (518) 564-2071 Fax: (518) 564-5080

REFERENCE SHEET

STUDENT

NAME _____
 (Please print) Last First Middle

MAJOR FIELD OF STUDY _____ GRADUATION DATE _____

NOTE TO THE STUDENT AND TO THE EVALUATOR: The Family Educational Rights and Privacy Act of 1974 opens many student records for the student's inspection, including references and evaluations. The law also permits the student to waive the right to inspect references, thus making them confidential. The Career Development Center deems, to the best of our knowledge, that the content of a reference marked *confidential* has not been shared with the candidate.

Please designate whether the reference below is to be: ____ CONFIDENTIAL or ____ NON-CONFIDENTIAL

Student's Authorizing Signature _____
 (Failure to indicate a designation shall result in the reference being considered NON-CONFIDENTIAL in every situation.)

PLEASE RATE THE CANDIDATE: <i>(Leave any space blank if unable to evaluate)</i>	Outstanding	Above Average	Average	Below Average	Unsatisfactory
Integrity					
Oral Communication Skills					
Written Communication Skills					
Initiative					
Motivation					
Self-confidence					
Professional Demeanor					
Adaptability					
Dependability					
Interpersonal Skills					

Please provide a brief comment to compliment the above evaluation. Topics such as the candidate's ability to use acquired knowledge, unique attributes, and potential for future success are particularly helpful.

Signature _____ Relationship to Candidate _____

Name _____ Date _____
 (Please Print)

Organization _____ Telephone _____

Fax _____ E-Mail _____

NOTE: When you have completed this form, please return it directly to the Career Development Center, Kehoe Building, Room 202, 101 Broad St., Plattsburgh, NY 12901. No confidential reference will be accepted if delivered by the candidate. Thank you.