

**Reference Checklist for Applicant for Admission
Texas State University
Health Information Management**

Applicant's name: _____

The above applicant has named you to serve as a reference for admission to the Health Information Management Department at Texas State University. Please respond objectively to the following criteria. Your responses will be used to evaluate the applicant's potential as a future HIM Professional. **Please return the form to the student in a sealed envelope with your signature written across the seal.**

Check the rating that best describes the applicant in each category. If you are unable to determine a rating, please place and "X" in the "___ Unable to rate" area.

Characteristics*	Beginning level	Developing level	Entry level
Commitment to learning: ___ Unable to rate	___ Requires direction often; has difficulty identifying needs and sources of learning; rarely seeks out new knowledge and understanding	___ Self-directed; frequently identifies needs and sources of learning; invites new knowledge and understanding	___ Highly self-directed; consistently identifies needs and sources of learning; seeks out new knowledge
Interpersonal skills: ___ Unable to rate	___ Respects cultural and personal differences of others; communicates with others in a respectful, confident manner; demonstrates acceptance of limited knowledge and experience	___ Recognizes impact of non-verbal communication and modifies accordingly; assumes responsibility for own actions; motivates others to achieve; seeks knowledge and input from others	___ Works effectively with challenging people; responds effectively to unexpected experiences; approaches others to discuss differences in opinion
Communication skills: ___ Unable to rate	___ Exhibits basic understanding of written, verbal and non-verbal communication; lacks ability to modify information to meet the needs of various people	___ Exhibits acceptable written, verbal and non-verbal communication skills; usually capable of modifying information to meet needs of various people	___ Exhibits superior written, verbal and non-verbal communication skills; readily modifies information to meet needs of various people
Effective use of time and resources: ___ Unable to rate	___ Focuses on tasks without dwelling on past mistakes; uses existing resources effectively; completes assignments in timely fashion; lacks flexibility	___ Coordinates schedule with others; demonstrates flexibility; plans ahead	___ Sets priorities and reorganizes as needs; uses time effectively; shows unusual flexibility
Use of constructive feedback: ___ Unable to rate	___ Accepts feedback and help with some defensiveness; does not integrate feedback; provides non-constructive, negative feedback to others	___ Accurately assesses own performance; utilizes feedback when establishing goals; develops a plan of action in response to feedback	___ Seeks feedback from others; modifies feedback to others; reconciles differences with sensitivity; provides constructive feedback
Problem solving: ___ Unable to rate	___ Recognizes some problems; states problems clearly; identifies resources needed to develop solutions	___ Prioritizes problems; considers consequences of possible solutions; implements solutions	___ Accepts responsibility for implementing solutions; reassesses solutions; evaluates outcomes
Responsibility: ___ Unable to rate	___ Demonstrates poor level of dependability; not aware of own limits; does not accept responsibility for actions and outcomes	___ Accepts responsibility for actions and outcomes; offers and accepts help; completes projects without prompting; demonstrates appropriate level of commitment	___ Demonstrates a high level of commitment; very dependable; encourages others to be accountable for their actions
Critical thinking: ___ Unable to rate	___ Raises relevant questions; considers available information; does not articulate ideas; does not differentiate among facts and assumptions	___ Is challenged to examine ideas; formulates new ideas; seeks alternative ideas; differentiates among facts and assumptions	___ Exhibits openness to contradictory ideas; assesses issues raised by contradictory ideas; determines the effectiveness of solutions

*Adapted from May, Warren et al; Model for Ability-Based Assessment in Physical Therapy Education, *Journal of PT Education* 9:3-7.

Additional information/comments:

I have known this applicant for: _____ years, _____ months; other time frame: _____

I have known this applicant as: _____ student; _____ employee; _____ volunteer;
_____ other relationship (please specify): _____

Please use the space below to provide the Texas State Admissions Committee with your overall impression of the applicant as a future HIM Professional or any additional information you want the Admissions Committee to consider when reviewing this applicant (or attach additional letter, if preferred).

OVERALL RECOMMENDATION: (please check the appropriate level)

_____ Highly recommend

_____ Recommend with reservation

_____ Recommend

_____ Do not recommend

Signature

Name of Facility

Printed Name

City, State

Title/Position

Phone Number

Upon completion of this form, place it in an envelope, seal it, and write your signature across the seal and RETURN IT TO THE APPLICANT.