

Greenville, PA 16125  
(724) 589-2014



CAREER CENTER  
Howard Miller Student Center

**Reference**

Name \_\_\_\_\_ Graduation Date \_\_\_\_\_

Major \_\_\_\_\_ Degree \_\_\_\_\_

In keeping with Federal Regulations concerning the Rights and Privacy Act:

I intend to exercise my right to view my placement file.       I waive my right to view my placement file.

Signature of Candidate \_\_\_\_\_

In the space below, please type your observations concerning the candidate's personal and professional qualities.

Rating: (In comparison with his/her contemporaries)	Superior	Good	Average	Poor	No opportunity		Superior	Good	Average	Poor	No opportunity to observe
1. Achievement						8. Industriousness					
2. Verbal Communication						9. Ability to Meet Deadlines					
3. Written Communication						10. Responsibility					
4. Cooperation						11. Leadership					
5. Rapport with Others						12. Personal Appearance					
6. Initiative						13. Attitude					
7. Ability to Organize						14. Judgment					

Name (Please type) \_\_\_\_\_

Title \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_