

MONMOUTH COLLEGE

Mackerle
**CAREER &
LEADERSHIP**
center

MONMOUTH, ILLINOIS 61462
309-457-2115

Reference letter for _____

Signature of Author

Date

Organization/Department

Name of Author (type)

P.O. Box/Street Address, City, State, Zip Code

Title

()

Area Code Telephone Number

WAIVER OF ACCESS: The Family Educational and Privacy Act of 1974, Public Law 93-380, permits the individual requesting this letter of reference to sign a waiver relinquishing their right to inspect this letter in order that it be kept confidential. The person's voluntary signature below constitutes such a waiver, whereas the lack of a signature indicates that the person has the right to read this letter of reference.

Signature of Candidate

Date

NOTE TO THE AUTHOR

Students and alumni completing a program of study at Monmouth College are offered the opportunity to establish a credentials file containing reference letters, personal data and a transcript with the Wackerle Career & Leadership Center. The credentials file assists the candidate in her/his application for employment or for admission to graduate school. It is the candidate's responsibility to provide or solicit material for inclusion in her/his file.

Reference letters are either confidential or nonconfidential. Nonconfidential reference letters are available for the candidate's review and should be typed on this form, on organizational or college letterhead, or on plain 8-1/2 by 11 inch white paper. The content of confidential reference letters is not divulged to the candidate by the Wackerle Career & Leadership Center. If a candidate does not sign the Waiver of Access on the bottom front side of this form, the Wackerle Career & Leadership Center cannot legally deny the candidate access to the contents of this letter according to the Family Educational Rights and Privacy Act of 1974, Public Law 93-380.

Reference letters that are most useful to employers and graduate admissions officers usually include the following:

1. Capacity in which you have known the candidate.
2. Length of your association with the candidate.
3. Candidate's performance during your association.
4. Attributes and abilities possessed by the candidate that may be of particular importance for success in the occupation of interest to the candidate, such as:
 - ability to handle conflict** (capacity to stay calm and function under stress)
 - adaptability and flexibility** (capacity to evaluate new or changing conditions and accept the changes naturally)
 - competitiveness** (capacity to put forth a determined effort to be successful, to win)
 - dependability and honesty** (capacity to be reliable, trustworthy, truthful, real, creditable, genuine, and ethical)
 - direction and goal achievement** (capacity to define personal and professional needs and to know what they want in life and why, as well as, the capacity to identify goals, work towards those goals, and achieve those goals)
 - energy level** (capacity to work hard without complaining about how hard the work is)
 - imagination** (capacity to be creative, resourceful, innovative, and find solutions to problems)
 - intelligence** (capacity for knowledge and to learn and understand)
 - interpersonal skills** (capacity to get along with others and make other people feel good about themselves)
 - judgment** (capacity to critically and reliably evaluate facts, people, policies, or situations)
 - leadership** (capacity to assume responsibility, organize work, and harmoniously execute a project with others)
 - occupational skills** (requisite skills for job)
 - oral and written communication** (capacity to organize thoughts and present them coherently)
 - self-confidence and poise** (capacity to recognize own worth and value to the organization)
 - self-knowledge** (capacity to realistically assess their own capabilities and see themselves as others see them)
 - self motivation and initiative** (capacity to work with little or no supervision over an extended period of time)
 - willingness to accept responsibility** (capacity to recognize that a task needs to be done and go about getting it done)
5. Attributes and abilities possessed by the teacher candidate that may be of particular importance for success in the education field, such as:
 - knowledge of field** (sufficient understanding of subject matter to teach effectively)
 - curriculum planning and instructional skills** (capacity to organize instruction, motivate students, and clearly present material)
 - rapport with students, staff and parents** (capacity to develop and maintain quality professional interpersonal relationships)
 - classroom management skills** (capacity to efficiently lead class, maintain order, and handle discipline)
6. General recommendation and estimate of the candidate's potential for future personal and professional development.

The information should be typed or printed in black ink. Illegal discriminatory reference should not be made to the candidate's age, race, color, religion, sex, marital status, national origin or handicap not affecting job performance.

Return completed reference letter to:
Wackerle Career & Leadership Center
Monmouth College
700 East Broadway
Monmouth, IL 61462

NOTE TO CANDIDATE

It is in your best interest to discuss your future plans with a potential author of a reference letter as well as the quality of the reference they would provide. After doing so, you may wish to ask if he/she is willing to write a letter to support your candidacy. This is particularly important if you are soliciting a confidential reference letter after it has been received by the Wackerle Career & Leadership Center. Occasionally, you may encounter an author who wishes to share the contents of a confidential reference letter with you. The disclosure of the contents of a reference letter is the author's prerogative.

If you want to read a reference letter that has been written in your behalf, you should solicit a nonconfidential reference letter. Such letters may be typed on an 8-1/2 by 11 inch piece of white paper, the author's letterhead, or on this form. Under the provisions of the "Family Educational Rights and Privacy Act of 1974," Public Law 93-380, a student may waive her/his right of access to reference letters. When signing such a waiver, the student creates a confidential reference letter. Some candidates wish to waive their right of review, since many employers in their field or graduate admissions officers have traditionally placed greater emphasis on confidential materials as opposed to nonconfidential information. If you wish to waive this right, you must use this form when soliciting the reference and sign on the appropriate line at the bottom of the front side of this form.

Finally, it is essential for you to check with the Wackerle Career & Leadership Center to determine that reference letters written in your behalf have been received. You are not informed that the materials have been received unless you ask.

I authorize _____ to write a reference letter to become a part of my credential file established with the Monmouth College Wackerle Career & Leadership Center.