

GUIDELINES FOR EVALUATORS*

Thank you for providing a letter of evaluation for the applicant. The HPAC suggests using the following guidelines to assist you in writing an effective letter that will enable us, and the admissions committees of the professional programs, to properly evaluate the candidate. *Please address your letter to the Chair of the HPAC.*

The HPAC will use your letter, other evaluator's letters, and materials in the student's file to compose a Committee letter on the student's behalf. In addition, ***we will send your letter to designated professional schools.*** Your letter will be used solely for the purpose of this candidate's admission to the indicated professional program(s) and will remain strictly confidential. The candidate will not have access to your letter unless he/she has ***not*** waived their right to review it.

Areas noted below are characteristics suggested by one medical school as important areas to address. In narrative form, ***address only those areas in which you can honestly evaluate the candidate,*** providing details or examples of situations to lend credibility and a sense of personal knowledge.

Academic Performance and Intellectual Ability

INTELLECTUAL CAPACITY AND RETENTION: Ability to integrate and work with a large quantity of information and the ability to remember.

INTELLECTUAL KEENNESS AND DEPTH: Ability to quickly grasp, analyze, and understand complex material and concepts.

ORIGINALITY AND IMAGINATION: Ability to envision and define new perspectives, arrangements, and approaches.

RESOURCEFULNESS: Ability to manage resources already at hand and to develop and manage new resources.

MOTIVATION FOR THE PROFESSION

ENJOYMENT IN AND COMMITMENT TO: (1) the study and application of science; (2) interacting and working with others; (3) providing service and assistance to others; and (4) the specific functions and activities of health delivery.

INDUSTRY: Application, perseverance, stamina, and endurance.

INTERPERSONAL SKILLS

INTERPERSONAL RELATIONS: Ability to work with and get along with others, rapport, cooperation, and attitudes toward supervision.

EMPATHY: Sensitivity to the needs of others, consideration, and tact.

COMMUNICATION SKILLS: Clarity of expression and articulation in oral and written communications.

PERSONALITY

MATURITY AND EMOTIONAL STABILITY: Personal development, ability to cope with life situations, performance under pressure, mood stability, and consistency in the ability to relate to others.

JUDGMENT: Ability to analyze an operation problem with common sense and decisiveness.

SELF-CONFIDENCE: Assuredness, student's awareness of his/her own strengths and weaknesses.

INDEPENDENCE: Ability to act autonomously with productivity and comfort.

MORAL CHARACTER: Personal integrity and honesty.

DEPENDABILITY AND RESPONSIBILITY: Reliability, promptness, and conscientiousness.

DISTINCTIVENESS OF THIS INDIVIDUAL

Discuss those things that you think are most important to know about the student regarding qualifications for admission to the indicated program.

*Adapted from the University of Wisconsin Medical School's secondary application.