

**Mississippi State University
College of Veterinary Medicine
Veterinary Medical Technology Program
Instructions for Completion of the Confidential Evaluation Form
Application for Pre-Admission**

You have been asked to complete a Confidential Evaluation Form on behalf of an applicant to the MSU-CVM Veterinary Medical Technology Program. In advance, the College of Veterinary Medicine thanks you for taking the time to serve as an evaluator for the applicant. Your evaluation is a critical part of the total application and is essential in order for the applicant to be considered. Failure to submit this reference will void the application. Additional comments that will aid the admissions committee will be greatly appreciated. Your promptness in completing and submitting this evaluation is appreciated.

The form is a PDF document. You may print the form after completing it online, or you may complete the form after printing the blank form. Mail the completed form to the address at the bottom of the page.

The form may be found by going to:

http://www.cvm.msstate.edu/admissions/vmt_pre_admissions_confidential_evaluation.pdf

NOTE: You must have the complete version of Acrobat in order to save the completed letter of reference to your computer. Acrobat Reader will not allow you to save your input.

Instructions

The first two questions are straight forward.

Briefly describe your association with the applicant providing information that will allow the selection committee insight into how well you know the applicant.

The appraisal section of the evaluation provides the selection committee insight relative to the potential for success of the applicant regarding the applicant's ability to handle animals and demeanor.

***The rating scale question: **APPLICANT'S ABILITY TO HANDLE ANIMALS** is only to be answered if you answered yes to the previous question and have knowledge of the applicant's ability to handle animals.

The next section of questions uses the same rating scale of 1 – 10 as the animal handling ability question. However, it has nothing to do with the applicant's animal handling ability. It is regarding the demeanor of the applicant.

It is important that you provide additional comments that you believe will be important to the selection committee as they deliberate during the selection process.

Sign and date your Confidential Evaluation.

Mail your Confidential Evaluation to:

**Veterinary Medical Technology Program
College of Veterinary Medicine
Mississippi State University
Mrs. Karen Cook, R1011
P. O. Box 6100
Mississippi State, MS 39762-6100**

Thank you for assisting the College of Veterinary Medicine in this important selection process.