



### **Instructions for Completion of the Confidential Evaluation Form**

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 before the application deadline 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.

**NOTE: The evaluator needs to be able to provide a professional letter of recommendation in addition to completing the confidential evaluation form. The evaluator cannot be related to the applicant, be the applicant's significant other, or a personal/family friend.**

#### **Instructions**

1. Briefly describe your association with the applicant providing information that will allow the selection committee insight into how well you know the applicant.
2. 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.\*\*\***

3. 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.
4. The final section is the evaluator's overall impression of the applicant.

It is important that you provide comments that you believe will be important to the selection committee as they deliberate during the selection process. You may do this in the space provided under the overall evaluation of the applicant, or you may submit a separate letter of recommendation for the applicant.

5. Please sign and date the evaluation sheet and place it in a sealed envelope.

Once you are finished with your evaluation, and you have placed it in a sealed envelope, please sign across the seal of the envelope. Then you may return the sealed evaluation to the applicant. They will submit their recommendations and completed application in one envelope to the VMT office.

Thank you for assisting the College of Veterinary Medicine in this important selection process. If you have any questions about the process or evaluation form, please contact the VMT office.

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