NAME______________________________________
SOC. SEC. NUMBER (LAST FOUR DIGITS): XXX-XX-__ __ __ __

ELMIRA COLLEGE

To the Candidate: Before you distribute this form to the reference writer, please: 1) print your name above; 2) fill in the last four digits of your social security number above; 3) check and sign one statement below in accordance with the Family Education Rights and Privacy Act of 1974.

☐ Confidential: I waive my right to read and review this statement.

☐ Non-Confidential: I retain my right to read and review this statement.

Signature________________________________________

To the Reference Writer: Please accept this form only if the candidate has completed the section above. Please type your statement. Computer printer specifications: see #2 on back. Return the completed form directly to the Office of Counseling and Career Services.

REFERENCE FORM
OFFICE OF COUNSELING & CAREER SERVICES
One Park Place
Elmira, NY 14901
607-735-1830

Reference Writer’s Name ___________________________________ Title___________________________________________________________
Organization _____________________________________________ Telephone __________________________
Address ____________________________________________________
Signature________________________________________ Date______________

Please do not print below this line
IMPORTANT INFORMATION FOR THE REFERENCE WRITER

Your comments on this form will be reviewed by employers and/or graduate schools and may significantly influence the future employment and educational opportunities available to the candidate. The following guidelines have been developed to assist you in preparing a complete reference statement.

1. Include the following types of information about the candidate in your reference letter. It is not necessary to include information in each category.
   a. How long and in what capacity you have known the candidate.
   b. General duties, responsibilities or assignments.
   c. Specific accomplishments or achievements.
   d. Evaluation of particular strengths.
   e. Evaluation of weaknesses, if any (optional).
   f. Relevant personal traits and work attitudes.
   g. Transferable knowledge or skills that might apply in many different work or educational situations.
   h. Specific knowledge or skills required in particular types of work or educational situations.
   i. Potential for growth and/or success.
   j. Your own work or educational background, if relevant.

2. If printing by computer, top margin for your document should be 3-3/4". Use 1/2" for left, right and bottom margins. (Image area is 7-1/2" by 6-3/4").

3. Assemble pertinent information about the candidate as a reminder. If you wish you may ask the candidate to provide a brief written outline or summary of relevant activities and accomplishments, and copies of materials related to job responsibilities or class assignments.

4. Support your statements with specific examples, pertinent facts, or concrete reasons which have formed the basis for your opinions.

5. Try to make the candidate “come alive” on paper in order to stand out against other applicants.

6. Avoid any comments referring to the candidate’s age, gender, handicap, race, color, national origin, specific course grades, religious beliefs, or sexual orientation.

7. Avoid “character” references. Statements such as “He is a wonderful person” or “She comes from a lovely family” are of little value.

8. Try to write your letter from the readers’ point of view. What will the employers or graduate schools want to know? If possible, find out about the candidate’s career and educational goals so that you may better understand the selection criteria.

9. Be sure to keep a copy of this letter in your files for future reference.

10. If you wish, you may discuss the contents of this letter, or give a copy of this letter to the candidate. However, once received in the Office of Counseling and Career Services, no information about the contents of a confidential reference will be revealed to the candidate. A non-confidential reference will be shown to the candidate upon request.

11. If you have any doubts about the candidate’s qualifications, we recommend that you discuss your reservations with the candidate. This will provide the candidate with the opportunity to gain valuable personal insight as well as enable you to clear up any misunderstandings. When candidates understand your reservations, they will be better able to decide whether or not you should write a letter of reference.

Please feel free to contact the Office of Counseling and Career Services for further information or assistance. We appreciate your willingness to prepare this statement and thank you for your cooperation.

Office of Counseling and Career Services, One Park Place, Elmira, NY, 14901 (607) 735-1830