

Appendix B

Letter of Recommendation Occupational Therapy Assistant Program

Applicant's Name: _____

In requesting the completion of this evaluation form which will be used in the admission selection process for the occupational therapy assistant program at San Jacinto College, I waive my right to access to the document. _____

(Applicant Signature)

Name of individual completing form: _____

Phone #: _____

Email: _____

If OT/OTA License #: _____

State: _____

***Note to individual completing form: Recommendations account for 20% in determining admission into the occupational therapy program. Please complete it accurately and honestly and return it to the applicant in a sealed envelope. Thank you for assisting in the admission process of the above applicant. Please indicate number ratings only per the rating scale below. You may only pick one number per category.**

Rating Scale

Superior
5

Above Average
4

Average
3

Below Average
2

Poor
1

Evaluation Area	Rating
Work Ethic: Attendance and punctuality, complete tasks on time, follow through with commitments and responsibilities, and takes responsibility for actions.	
Attitude and Enthusiasm: uses body postures to convey attentiveness, expresses concerns professionally, actively participates in tasks, displaces behaviors that are positive, respectful, considerate, polite, and tolerant towards others, takes initiative	
Time management: uses methods for proper planning, prepared for class or work, and effectively uses the time to complete workload or course assignments	
Emotional Intelligence: Regulates emotions during stress, uses appropriate eye contact, fosters group cohesion, adapts to self and others, demonstrates good manners	
Communication: Provides positive and constructive feedback, shares opinions with others using good tone of voice, body language, or writing skills, and speaks/writes clearly.	
Critical Thinking: Asks thoughtful questions, analyzes and generates solutions to problems, ability and foresight in everyday decisions, and problem solves independently.	
Personal Appearance: Cleanliness, grooming, adheres to school or organization dress code.	
Reliability and Character: Dependability, integrity, honesty, and trustworthiness.	

Overall Impression of this applicant:
