

UNIVERSITY OF HAWAI'I AT MĀNOA  
**Myron B. Thompson**  
School of Social Work

Henke Hall · 1800 East-West Road · Honolulu, Hawai'i 96822  
Telephone: (808) 956-7182 · Facsimile: (808) 956-5964

**MASTER OF SOCIAL WORK PROGRAM  
LETTER OF RECOMMENDATION**

**To the Applicant:** Please read and complete this section of the form. Deliver or mail this form to the person who will write your recommendation. Provide your recommender with an envelope addressed to you. Request your recommender to complete the form, enclose it in the envelope, seal it, write their signature across the seal, and return it to you.

Name of Applicant (print) \_\_\_\_\_  
Last First Middle

*In accordance with the Family Educational Rights and Privacy Act, if accepted and enrolled in the School of Social Work, you have the right of access to any and all letters of recommendation. Waiver of this right is voluntary.*

**Applicant:** Please sign on the line below if you wish to make this a confidential recommendation by waiving your right to access to it.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO THE RECOMMENDER:** The person whose name appears above is seeking admission to the Master of Social Work Program at the University of Hawai'i and has requested that your evaluation be included as part of the information on which we will base our admission decision. We would appreciate your candid appraisal of the applicant's strengths and limitations with regard to the applicant's potential as a graduate student and professional social worker. Please note that an applicant who has not waived his/her right of access (as shown above) has the right to see your appraisal. We thank you for the time and effort you have taken to complete this form.

Please assess the applicant by checking the appropriate rating box and giving a brief explanation supporting your rating. Feel free to attach an additional narrative or letter if you wish.

**In order to facilitate an applicant's opportunity for admission, this form must be returned to the applicant as soon as possible, sealed in an envelope, with your signature across the back seal of the envelope. Letters received without a completed reference form or improperly sealed and/or unsigned will be considered "invalid" for admissions purposes.**

**The deadline for the applicant to submit a completed application packet, including your recommendation, is December 15<sup>th</sup> for the Distance Education option and February 1<sup>st</sup> for the Manoa campus option.**

**RECOMMENDER INFORMATION**

Name of Applicant: \_\_\_\_\_

Name of Recommender: (*Print*) \_\_\_\_\_

(*Signature*) \_\_\_\_\_ (*Date*) \_\_\_\_\_

Position/Title: \_\_\_\_\_

Agency/School/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Length of time in which you have known the applicant: \_\_\_\_\_

Capacity in which you have known the applicant (Please check all appropriate boxes):

<input type="checkbox"/> Professor	<input type="checkbox"/> Research	<input type="checkbox"/> Academic	<input type="checkbox"/> Employment	<input type="checkbox"/> Field	<input type="checkbox"/> Personal	<input type="checkbox"/> Other: _____
	Supervisor	Advisor	Supervisor	Instructor		

**REMINDERS:**

1. An additional letter or narrative is welcome, but we will not be able to use this recommendation unless you also complete this rating form.
2. This form must be returned in a sealed envelope, with your signature across the seal.
3. The deadline for the applicant to submit a completed application packet, including your recommendation, is *Dec. 15th* for the Distance Education option & *Feb. 1st* for the Manoa-based option.

**REFERENCE FORM**

Please answer the following questions as thoughtfully as possible. (Feel free to attach a letter in addition to completing this form.)

<b>Ability to Handle Scholastic Demands</b>	<b>Poor</b>	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>	<b>Outstanding</b>	<b>Unable To Rate</b>
Ability to think clearly and logically						
Ability to comprehend theoretical material						
Ability to assimilate theoretical material and comprehend its relevance to real life situations						

Strengths / limitations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Motivation For Social Work Career</b>	<b>Poor</b>	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>	<b>Outstanding</b>	<b>Unable To Rate</b>
Awareness of social problems						
Is developing professional career goals						
Has a sensitive, objective attitude towards people						

Strengths / limitations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you consider to be the applicant's major strengths as a candidate for professional education in social work?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In what areas, and to what degree, does the applicant need to be strengthened as a potential professional social worker?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please discuss any personal knowledge that you have of the applicant's experience in social service. Indicate the nature of the experience and your assessment of the applicant's performance.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Personal Qualities And Maturity</b>	<b>Poor</b>	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>	<b>Outstanding</b>	<b>Unable To Rate</b>
Leadership ability						
Demonstrated initiative, resourcefulness						
Ability to assume responsibility; carry out assignments and tasks						
Ability to exercise sound judgment						
Evidence of personal integrity						
Creativity						
Ability to be flexible and capable of change						
Level of maturity						
Ability to cope effectively with his/her own life stresses						
Ability to work with people who are under stress						
Ability to maintain relationships with others						
Ability to respect and work with differences in people (e.g. race, class, culture, and ethnicity)						
Willingness to accept direction and/or supervision						

Strengths / limitations: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Ability to Communicate</b>	<b>Poor</b>	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>	<b>Outstanding</b>	<b>Unable To Rate</b>
Verbal ability						
Writing ability						
Listening ability						

Strengths / limitations: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

