



Career Services

Southwest Baptist University

1600 University Avenue
 Bolivar, Missouri 65613

Phone: 417.328.1610
 Facsimile: 417.328.2091

TO:	Reference			
	Name	Title, Company, and Address	Date	

FROM:	Candidate			
	Name	Major	Graduation Date	

SUBJECT: Reference statement for Placement Credentials.

I am compiling a Placement Credentials File with SBU Career Services and would appreciate your serving as a reference. Will you please complete the form below and return it directly to SBU Career Services? You may use the enclosed envelope to send it through the mail.

I am seeking a position in:		
I have elected to have a:	<input type="checkbox"/>	Confidential file. Your statements will not be subject to my inspection.
	<input type="checkbox"/>	Non-confidential file. Your statements will be subject to my inspection.

Signature of Candidate

Date

RATING:	Excellent	Very Good	Average	Fair	Needs Significant Improvement
Collaboration					
Communication Skills (Oral/Written)					
Enthusiasm					
Interpersonal Skills					
Leadership Skills					
Organizational Skills					
Personal Appearance					
Promise for Success					
Responsibility					
Scholarship					
Time Management					
Work Integrity					

BRIEF STATEMENT: (PLEASE TYPE OR NEATLY PRINT)

Signature of Reference

Date