

-DO NOT USE STAPLES-

**Health Professions and Prelaw Center Recommendation Service of Indiana University—Bloomington**

This form will be sent to all law schools to which the student applies.

For use by former or current IUB students participating in the law school admissions process.

**EVALUATION FORM FOR LAW SCHOOL APPLICANTS**

**FOR THE APPLICANT:** Before you give this form to your evaluator:

1. Type or print in blue or black ink the requested information about yourself *and your evaluator*, and
2. Indicate whether or not you waive your right of access to this evaluation by signing on the appropriate line below.

|                              |                            |
|------------------------------|----------------------------|
| Applicant                    | Evaluator                  |
| Indiana University ID Number | Position and/or Department |

The Family Educational Rights and Privacy Act (FERPA) of 1974 gives you a right of access to an evaluation written about you, but also says that you may waive this right. Indicate whether or not you will waive your right for this evaluation by marking the appropriate sentence, signing and dating below.

|                           |                                  |
|---------------------------|----------------------------------|
| _____ I waive this right. | _____ I do not waive this right. |
|---------------------------|----------------------------------|

|                       |      |
|-----------------------|------|
| Applicant's Signature | Date |
|-----------------------|------|

**FOR THE WRITER:** Please complete the form below and the reverse side of this sheet.

1. If you are FACULTY and have had the applicant in a CLASS, please check here:
2. Otherwise, in what capacity do you know the applicant? \_\_\_\_\_
3. How long have you known the applicant? \_\_\_\_\_
3. How well do you know the applicant? \_\_\_\_\_ Very well \_\_\_\_\_ Fairly well \_\_\_\_\_ Slightly

| <b>FOR THE WRITER:</b><br>Please complete the grid below <i>to the extent that you can.</i><br><br><i>If you have no basis upon which to rate the applicant, simply check the column at the far right.</i> | Exceptional<br>Top 5% | Outstanding<br>Next 10% | Very Good<br>Next 25% | Average<br>Next 20% | Below Average<br>Bottom 40% | No Basis for<br>Judgment |
|--|-----------------------|-------------------------|-----------------------|---------------------|-----------------------------|--------------------------|
| Reasoning Ability (analysis, insight, judgment, common sense)  |                       |                         |                       |                     |                             |                          |
| Independent Thinking (originality, creativity)   |                       |                         |                       |                     |                             |                          |
| Writing Skills (research, organization of ideas)   |                       |                         |                       |                     |                             |                          |
| Oral Communication Skills (articulation of ideas, ease in speaking)  |                       |                         |                       |                     |                             |                          |
| Motivation (persistence, conscientiousness, drive)   |                       |                         |                       |                     |                             |                          |
| Maturity (awareness of strengths and weaknesses, self-discipline)  |                       |                         |                       |                     |                             |                          |
| Leadership (initiative, energy, control of situations)   |                       |                         |                       |                     |                             |                          |

On separate, attached letterhead please discuss characteristics of the applicant that you feel are relevant, including such factors as:

1. The length of time you have known the applicant.
2. The title of the course(s) the applicant has taken from you and his/her performance compared with:
  - a. other students' work, and
  - b. your expectations for performance.
3. Specific instances in which the applicant demonstrated significant ability.
4. Your assessment of the applicant's overall academic solidity and potential.

\*Note: most applicants will send your letter to several law schools.  
Thus please do **NOT** mention a specific law school unless requested by the applicant.

For more details as to what to include in an evaluation, see: <http://hpplc.indiana.edu/rs-forms.shtml>.

**Please complete the following:**

|  |                                     |
|--|-------------------------------------|
| I recommend the applicant for law school:  |                                     |
| _____  | as an <b>OUTSTANDING</b> candidate. |
| _____  | as an <b>EXCELLENT</b> candidate.   |
| _____  | as a <b>GOOD</b> candidate.         |
| _____  | as an <b>AVERAGE</b> candidate.     |
| <b>I CANNOT RECOMMEND</b> the applicant. (Please see comments.)  |                                     |
| <b>CHECK HERE</b> if this letter may also be used in support of applications for other graduate programs, or for internships and scholarships. |                                     |
| _____  | _____                               |
| <b>Evaluator's Signature</b>   | <b>Title</b>                        |
| _____  | _____                               |
| <b>Date</b>  | <b>Organization</b>                 |

Please send your **SIGNED** reference letter with this form directly to:  
**HPPLC, Indiana University, Maxwell Hall 010, 750 E. Kirkwood Avenue, Bloomington, Indiana 47405**  
-or-

You may fax your signed letter and this form to **812-856-2770** (be sure to *include both sides* of this form).

Questions may be directed to HPPLC at [recserve@indiana.edu](mailto:recserve@indiana.edu), or by calling 812.855.1873.