

HEALTH PROFESSIONS AND PRELAW CENTER

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To: Evaluator of professional or graduate school applicant
From: Advisors of the Health Professions and Prelaw Center
Subject: Guide for preparation of evaluation

All professional and graduate school applicants must secure relevant evaluations of their academic backgrounds from faculty members and of their personal skills and attributes from employers and other personal evaluators. To assist you in completing such evaluations, the Center has prepared this guide. Please use the form supplied or letterhead to evaluate applicants. Most admission committees particularly appreciate an insightful, written commentary.

The applicability of the following outline will vary according to the nature of your interaction with the applicants that you evaluate; however, two suggestions are always appropriate. If at all possible, the evaluation should:

- A. Be Personal:** describe personality traits, and
- B. Provide Detail:** cite specific and relevant examples.

The following guidelines are also suggested:

A. Background:

1. Length of time acquainted with applicant
2. Nature of your association with applicant
3. Type of class
4. How students are evaluated (including types of exams)

B. Reasoning Ability:

1. Analytical ability
2. Insight
3. Independence of judgment
4. Common sense

C. Communication Skills:

1. Written
 - a) Research abilities
 - b) Organization of ideas
 - c) Stylistic consistency
 - d) Ability to write well on exams and term papers
2. Oral
 - a) Ease in informal and formal speaking
 - b) Adequacy of preparation
 - c) Articulation of Ideas
 - d) Responsiveness to an audience
 - e) Attentiveness

D. Personal Performance:

1. Attitude toward achievement
2. Level of motivation
3. Consistency of performance and ability to set and meet goals

E. Class Performance:

1. Attendance
2. Quality of participation
3. Independence of thought
4. Performance relative to other students: this year/all years

F. Maturity:

1. Maintenance of grades
2. Determination and persistence
3. Response to pressure situations
4. Awareness of own strengths and weaknesses

G. Leadership Qualities:

1. Reaction of a group to applicant
2. Extent to which applicant takes control or structures a situation
3. Initiative
4. Organizational skills and ability to delegate authority
5. Ability to motivate others
6. Ability to maintain balance between extracurricular activities and academic endeavors

H. Summary:

How enthusiastic are you about the applicant's abilities and potential? How does the applicant compare to other applicants you have evaluated?

It is very important to applicants that completed evaluations are returned to the center as soon as your schedule accommodates. Upon receipt by this office of your completed evaluation, it will be placed in a confidential student file. Only after evaluations have been received and placed in a file can students request that we send those evaluations to the schools to which they are applying. In many cases, the sooner they can send out their recommendations the better their chances for admission. Evaluations can be an influential part of a student's application to graduate or professional school, particularly at the most competitive schools or at schools where the student has not compiled "automatic admit" credentials. If you would like additional information from a law school admissions office perspective, Assistant Dean Richard Badger at the University of Chicago Law School has written an excellent commentary about what makes an evaluation useful. At your request, we will be happy to send a copy to you. Your time and effort in carefully preparing an evaluation is thus greatly appreciated.

You may email HPPLC at recserve@indiana.edu to ask questions, communicate with advisors, and check your recommendation file.

NOTE: This document has been prepared for Indiana University - Bloomington students by the Health Professions and Prelaw Center. Please note that specific requirements and policies can change at any time without notice. Students are responsible for obtaining the most current information directly from the application services, schools, and programs in which they have an interest.