

**!** **IMPORTANT:**  
**Save this PDF to your hard  
drive before entering data.**

## **HEALTH INFORMATION MANAGEMENT: LETTER OF RECOMMENDATION**

### **TO BE COMPLETED BY RECOMMENDER**

**INSTRUCTIONS: IMPORTANT! Save this PDF to your hard drive before entering data! Do not enter data online, it will not save the information. After completion, upload the document to the link you were sent.**

The applicant has provided your name as a reference for recommendation. Please complete this form and upload it to the link you received via email. Please identify the candidate below for whom you are providing a recommendation for admission to the Health Information Management program in the College of Applied Health Sciences at the University of Illinois at Chicago. Students applying for admission to this program are evaluated on a variety of academic and non-academic criteria, including their performance and/or work habits in acute and nonacute health care facilities or in situations where the applicant has been a student or employee. Applicants have been requested to refer this form for completion to persons who have had an opportunity to observe the applicant's performance closely.

Applicants are not considered for admission unless all reference materials are completed by the due date.

\_\_\_\_\_  
Date

Name of candidate: \_\_\_\_\_  
Last Name, First Name

E-mail Address of candidate \_\_\_\_\_

UIN (if available) \_\_\_\_\_

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How long have you known the applicant? \_\_\_\_\_

In what capacity have you known the applicant (teacher, advisor, employer, etc.)?

### **DIRECTIONS**

**Please do not proceed before reading.**

For each behavior listed on the following pages, please indicate your level of agreement with the statement as an indicator of the applicant's performance.

**A. Decision-Making Skills.**

1. Establishes priorities and follows through in an appropriate manner. Sets personal deadlines and goals.

No opportunity to observe	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
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2. Makes decisions without requiring a great deal of guidance and/or support.

No opportunity to observe	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
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**B. Initiative, Motivation, Responsibility, Organization, Leadership.**

3. Self-initiates work or projects. Works or acquires new learning without being forced to do so. Self-motivated to begin projects or seek new information on own. Takes appropriate action without needing to be directed.

No opportunity to observe	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
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4. Does more than minimal amount of work required for a task. Adds to or embellishes on minimal content of a project or assignment.

No opportunity to observe	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
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5. Completes work or projects in a systematic manner. Is an organized individual who follows through to finish.

No opportunity to observe	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
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6. When meeting responsibilities:

a. arrives on time

No opportunity to observe	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
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b. completes work and projects on time

No opportunity to observe	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
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7. Is responsible for own work. Does not rely on others to help with work or to do work for him/her.

No opportunity to observe	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
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8. Can be trusted. Conscientious.

No opportunity to observe	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
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9. Exercises leadership appropriately.

No opportunity to observe	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
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**C. Response to Stress.**

10. Work or ability to work does not suffer appreciably:

a. under time pressure

No opportunity to observe	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
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b. when applicant is in an anxiety state (test situations, etc. )

No opportunity to observe	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
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11. Accepts criticism appropriately.

No opportunity to observe	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
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**D. Communication.**

12. Demonstrates competency in written communication.

No opportunity to observe	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
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13. Demonstrates competency in oral communication.

No opportunity to observe	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
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**E. Personal Characteristics.**

14. Expresses and defends opinions or ideas in the face of an authority figure with an opposing point of view.

No opportunity to observe	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
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15. Exhibits empathy toward others.

No opportunity to observe	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
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16. Is respectful and accepting of others. Adapts thinking to allow for other persons' points of view.

No opportunity to observe	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
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17. Relates well to faculty.

No opportunity to observe	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
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18. Relates well to peers.

No opportunity to observe	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
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19. Relates well to employers.

\_\_\_\_\_  
No opportunity to observe    Strongly Agree    Agree    Somewhat Agree    Somewhat Disagree    Disagree    Strongly Disagree

20. Adapts/is flexible in coping with change.

\_\_\_\_\_  
No opportunity to observe    Strongly Agree    Agree    Somewhat Agree    Somewhat Disagree    Disagree    Strongly Disagree

Compared to all students/employees I have had, this candidate is:

- One of the most able (top 10%)
- More able than most (top 30%)
- About average
- Less able than most (lowest 30%)
- Least able (lowest 10%)

Comments or examples to supplement above ratings:

Name of person completing this form: \_\_\_\_\_

Position or title: \_\_\_\_\_ Phone Number \_\_\_\_\_

Institution: \_\_\_\_\_

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

\_\_\_\_\_

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