Internship Standardized Letter of Reference

1. How long have you known or observed the applicant? Select ▼

2. In what capacity have you known the applicant (check all that apply)?
   - Direct contact – classroom
   - Direct contact – instructional laboratory
   - Direct contact – clinical setting
   - Direct contact – research work
   - Advisor/Mentor
   - Indirect or casual contact
   - Other (please explain)
   Additional information on type/duration or quality of contact (max 50 words)

3. How many interns have you worked with in the last 5 years? □

4. Please indicate the clinical working environment for which you feel this applicant is best suited:
   - Steady caseload with ample down time for case work-up
   - Steady caseload with occasional down time for case work-up
   - Busy to hectic caseload with little to no down time for case work-up
   - Cannot evaluate

5. Please select from the list below the one sentence that best describes this applicant’s ability to teach students, technicians, and peers:
   - Applicant seeks opportunities to teach others and demonstrates natural aptitude
   - Applicant demonstrates enthusiasm for teaching when asked to provide instruction
   - Applicant communicates effectively when instructing others, but does not actively seek opportunities to teach
   - Applicant appears uncomfortable in a teaching role
   - Have not observed applicant in a teaching role

6. Is this person an acceptable candidate for the programs to which they are applying with a reasonable likelihood of success in the program?
   - Yes
   - No

7. Would you hire this candidate into your practice or advanced training program?
   - Yes, unconditionally
   - Yes, conditionally (please explain)
   - No (please explain)
   (Max 25 Words)

8. Please select two characteristics from each of these three categories that represent areas of greatest strength for this candidate:
   - **Character**
     - Professionalism
     - Work ethic
     - Management of stressful situations
     - Ability to work independently
     - Leadership ability
     - Initiative
     - Self-aware of strengths and limitations
     - None of these apply
   - **Interpersonal**
     - Empathy for client and patient
     - Accepts constructive feedback
     - Client communication
     - Teamwork
     - Collegiality
     - Accepts responsibility
     - Interaction with staff and peers
     - None of these apply
   - **Medical/Technical Skills**
     - Knowledge base
     - Organizational skills
     - Time management
     - Technical skills
     - Diagnostic capabilities
     - Ability to assimilate information
     - Patient care
     - None of these apply

9. It is important for evaluators to be aware of areas in which trainees might benefit from targeted mentoring. Please select one or more characteristics from each of these three categories that represent areas in which this candidate might benefit from...
targeted mentoring: (NOTE: The selected characteristics should not necessarily be interpreted as negative attributes but rather as areas where additional mentoring would be beneficial. If desired, please expound on these characteristics in the text box provided in Question #11)

<table>
<thead>
<tr>
<th>Character</th>
<th>Interpersonal</th>
<th>Medical/Technical Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professionalism</td>
<td>Empathy for client and patient</td>
<td>Knowledge base</td>
</tr>
<tr>
<td>Work ethic</td>
<td>Accepts constructive feedback</td>
<td>Organizational skills</td>
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<tr>
<td>Management of stressful situations</td>
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<tr>
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</tr>
<tr>
<td>Initiative</td>
<td>Interaction with staff and peers</td>
<td>Ability to assimilate information</td>
</tr>
<tr>
<td>Self-aware of strengths and limitations</td>
<td>Candidate is so skilled/proficient that he/she would not benefit from targeted mentoring in this category</td>
<td>Patient care</td>
</tr>
<tr>
<td>Candidate is so skilled/proficient that he/she would not benefit from targeted mentoring in this category</td>
<td>Candidate is refractory to targeted mentoring in this category</td>
<td></td>
</tr>
<tr>
<td>Candidate is refractory to targeted mentoring in this category</td>
<td>Candidate is refractory to targeted mentoring in this category</td>
<td></td>
</tr>
</tbody>
</table>

10. Please rate the applicant on each of the following attributes based on the rating scale provided. Ratings of this applicant should be made in relation to internship applicants you have worked with in the last 5 years.

<table>
<thead>
<tr>
<th>Clinical and Technical Skills</th>
<th>Professionalism</th>
<th>Interpersonal</th>
<th>Medical/Technical Skills</th>
</tr>
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<tbody>
<tr>
<td>Knowledge base</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizational skills / Time management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical skills</td>
<td></td>
<td></td>
<td></td>
</tr>
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</tr>
<tr>
<td>Patient Care</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-aware of strengths, weaknesses, and limitations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work ethic / Initiative</td>
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</tr>
<tr>
<td>Accepts responsibility</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seeks help when it is needed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committed to ethical principles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to work independently</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collegiality/interpersonal qualities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balances personal and professional activities</td>
<td></td>
<td></td>
<td></td>
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11. Please provide additional information regarding this candidate. Based on feedback from the SLOR reader survey, the absence of comments is interpreted as a negative evaluation of the candidate. Limited to 400 words.

12. If interested, would you like to be contacted by programs for additional information or clarification regarding this candidate's suitability for an internship?
   - Yes
   - No
Residency Standardized Letter of Reference

1. How long have you known or observed the applicant?  
   Select ▼

2. In what capacity have you known the applicant (check all that apply)?
   - Direct contact – classroom
   - Direct contact – instructional laboratory
   - Direct contact – clinical setting
   - Direct contact – research work
   - Advisor/Mentor
   - Indirect or casual contact
   - Other (please explain)
   Additional information on type/duration or quality of contact (max 50 words)

3. How many residents have you worked with in the last 5 years? □

4. Please indicate the clinical working environment for which you feel this applicant is best suited:
   - Steady caseload with ample down time for case work-up
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   - Applicant appears uncomfortable in a teaching role
   - Have not observed applicant in a teaching role

6. Please indicate the research environment for which you feel this applicant is best suited:
   - Residency training program focused on clinical training without research expectations
   - Residency with opportunities to conduct mentored clinical research
   - Residency with graduate level course work and research
   - Residency with potential for a Doctoral program and high expectations for research productivity
   - No knowledge of candidate’s research interest

7. Is this person an acceptable candidate for the programs to which they are applying with a reasonable likelihood of success in the program?
   - Yes
   - No

8. Would you hire this candidate into your practice or advanced training program?
   - Yes, unconditionally
   - Yes, conditionally (please explain)
   - No (please explain)
   (Max 25 Words)

9. Please select two characteristics from each of these three categories that represent areas of greatest strength for this candidate:
   - **Character**
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     - Work ethic
     - Management of stressful situations
     - Ability to work independently
   - **Interpersonal**
     - Empathy for client and patient
     - Accepts constructive feedback
     - Client communication
     - Teamwork
   - **Medical/Technical Skills**
     - Knowledge base
     - Organizational skills
     - Time management
     - Technical skills
10. It is important for evaluators to be aware of areas in which trainees might benefit from targeted mentoring. Please select one or more characteristics from each of these three categories that represent areas in which this candidate might benefit from targeted mentoring: (NOTE: The selected characteristics should not necessarily be interpreted as negative attributes but rather as areas where additional mentoring would be beneficial. If desired, please expound on these characteristics in the text box provided in Question #12)

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11. Please rate the applicant on each of the following attributes based on the rating scale provided. Ratings of this applicant should be made in relation to residency applicants you have worked with in the last 5 years.

**Clinical and Technical Skills**
- Knowledge base
- Organizational skills / Time management
- Technical skills
- Ability to assimilate patient information
- Diagnostic capabilities
- Patient Care
- Self-aware of strengths, weaknesses, and limitations

**Professionalism**
- Work ethic / Initiative
- Management of stressful situations
- Accepts responsibility
- Seeks help when it is needed
- Committed to ethical principles
- Ability to work independently
- Leadership ability
- Client communication
- Accepts constructive feedback
- Collegiality/interpersonal qualities
- Balances personal and professional activities

**Teaching and research**
- Teaching experience
- Teaching ability
- Research experience
- Research ability
- Motivation for becoming board certified

12. Please provide additional information regarding this candidate. Based on feedback from the SLOR reader survey, the absence of comments is interpreted as a negative evaluation of the candidate. Limited to 400 words.
13. If interested, would you like to be contacted by programs for additional information or clarification regarding this candidate’s suitability for a residency?

☑ Yes
☑ No