

XAVIER UNIVERSITY OF LOUISIANA  
DEPARTMENT OF GRADUATE STUDIES  
NEW ORLEANS, LA 70125

**PROFESSIONAL CONFIDENTIAL REFERENCE**

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Name of Professional Reference: \_\_\_\_\_

Address of Reference: \_\_\_\_\_

*To the Person Who Agrees to Provide a Professional Reference:*

The above-named individual has applied for admission to the Department of Graduate Studies of Xavier University of Louisiana. He/She has given your name as reference to evaluate academic ability, performance of work-related tasks and selected personality traits. **Please do not complete this form if the applicant is related to you.** If you are qualified to provide a reference, please complete this form and return it to: Admissions Officer; Department of Graduate Studies; Xavier University of Louisiana; New Orleans, LA 70125.

\_\_\_\_\_  
Director, Division of Education

What is your association to the applicant? \_\_\_\_\_

Have you supervised the applicant? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, in what capacity?

\_\_\_\_\_

**PROFESSIONAL CONFIDENTIAL REFERENCE (continued)**

I. RATING SCALE (Place an "x" under the appropriate description)

	Superior	Good	Average	Below Average	No Basis for Judgment
Intellectual Ability	_____	_____	_____	_____	_____
Oral Expression	_____	_____	_____	_____	_____
Written Expression	_____	_____	_____	_____	_____
Problem –Solving Ability	_____	_____	_____	_____	_____
Ability to work with others	_____	_____	_____	_____	_____
Perseverance	_____	_____	_____	_____	_____
Reliability	_____	_____	_____	_____	_____
Maturity	_____	_____	_____	_____	_____
Leadership Ability	_____	_____	_____	_____	_____

II. Please comment on any academic or professional strength which the applicant possesses.

\_\_\_\_\_  
\_\_\_\_\_

III. Are there any weaknesses of which you are aware that would limit the performance of the applicant in graduate-level studies?

\_\_\_\_\_  
\_\_\_\_\_

IV. I have known the applicant for \_\_\_\_\_years.

V. Check one of the following:

I strongly recommend the applicant.

I recommend the applicant.

I have reservations about recommending the applicant.

I do not recommend the applicant.

SIGNATURE OF REFERENCE: \_\_\_\_\_

POSITION OR TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

