Arapahoe Community College
Physical Therapist Assistant Program
Letter of Recommendation

Thank you for agreeing to provide a letter of recommendation towards admission to the ACC PTA program. Using the code that will be emailed to you after your name is submitted by the applicant, you will be linked to the applicant's application. Please upload this completed form into their application. Please note, there is a second step asking you to confirm your file choice that is necessary to save the upload.

1. How many years and in what capacity have you known the applicant?

2. Please circle the rating that best describes the applicant in each of the skills below.

Interpersonal skills   **Not Observed:**

0	1	2	3	4	5
Engages in non effective or judgmental interactions with persons in the clinical/classroom/work setting and loses focus in unexpected or new situations.		Usually engages in effective and on judgmental interactions with most persons in the clinical /classroom/ work setting and maintains focus in unexpected/new situations.		Consistently engages in highly effective and non judgmental interactions with all persons in the clinical/classroom/work setting and responds exceptionally well to unexpected/new situations.	

Communication skills   **Not Observed:**

0	1	2	3	4	5
Exhibits poor written, verbal and nonverbal communication skills and lacks ability to modify information to meet the needs of various audiences/purposes.		Exhibits acceptable written, verbal and non verbal communications skills and is usually capable of modifying information to meet the needs of various audiences/purposes.		Exhibits superior written, verbal and non verbal communication skills and readily modifies information to meet the needs of various audiences/purposes.	

Character/Integrity   **Not Observed:**

0	1	2	3	4	5
Exhibits questionable or poor conduct concerning integrity, ethics, regulations and procedures, and represents the organization in an incompetent and negative manner.		Usually exhibits acceptable conduct concerning integrity, ethics, regulations, policies and procedures, and represents the organization in a competent and positive manner.		Exhibits outstanding conduct concerning integrity,ethics, regulations, policies and procedures, and actively promotes/represents the organization in a highly competent/commendable manner.	

Organizational Skills   **Not Observed:**

0	1	2	3	4	5
Rarely develops and follows plan or process for completing work and tasks. Rarely establishes priorities and manages time to achieve goals. Organizational methods cause stress.		Usually develops and follows plan or process for completing work and tasks. Usually establishes priorities and manages time to achieve goals. Organizational methods sometimes increase rather than reducing stress.		Consistently develops and follows plan or process for completing work and tasks. Establishes priorities and manages time to achieve goals. Organizational methods help reduce stress.	

Initiative   **Not Observed:**

0	1	2	3	4	5
Rarely looks for and acts on new ideas and opportunities for learning, demonstrating discomfort, and lacks a		Usually looks for and acts on new ideas and opportunities for learning, often demonstrating a sense of comfort, and		Consistently looks for and acts on new ideas and opportunities for learning, demonstrating a sense of comfort, and	

positive, enthusiastic attitude toward new ideas, situations and concepts.	a positive, enthusiastic attitude toward new ideas, situations and concepts.	a positive, enthusiastic attitude toward new ideas, situations and concepts.

Leadership   Not Observed:

0	1	2	3	4	5
Rarely promotes and motivates teamwork and competence, rarely manages change and applies personal strengths and influences positive progress.		Usually promotes and motivates teamwork and competence, usually manages change and applies personal strengths and influences positive progress.		Consistently promotes and motivates teamwork and competence, manages change and applies personal strengths and influences positive progress.	

Teamwork   Not Observed:

0	1	2	3	4	5
Rarely works a part of the team to achieve a common goal and rarely demonstrates encouragement, trust, courtesy, acceptance of personal differences and seldom completes an appropriate share of the work.		Usually works a part of the team to achieve a common goal and usually demonstrates encouragement, trust, courtesy, acceptance of personal differences and sometimes completes an appropriate share of the work.		Consistently works a part of the team to achieve a common goal and demonstrates encouragement, trust, courtesy, acceptance of personal differences and completes an appropriate share of the work.	

Responsibility   Not Observed:

0	1	2	3	4	5
Demonstrates a poor level of commitment, is not dependable, not punctual, not aware of personal limitations, and does not accept responsibility for actions and outcomes.		Demonstrates an appropriate level of commitment, is usually dependable, punctual, aware of personal limitations, and usually accepts responsibility for actions and outcomes.		Demonstrates a high level of commitment over and above normal responsibilities, very dependable, always punctual, acutely aware of personal limitations, and accepts full responsibility for actions and outcomes.	

Problem solving   Not Observed:

0	1	2	3	4	5
Does not regularly recognize and define problems, analyze data, develop and implement solutions and evaluate outcomes.		Frequently recognizes and defines most problems. Analyzes data, develops and implements solutions and evaluates outcomes.		Consistently and insightfully recognizes and defines problems, analyzes data, develops and implements solutions, and evaluates outcomes.	

Critical thinking   Not Observed:

0	1	2	3	4	5
Does not identify, articulate, or analyze problems, does not distinguish relevant from irrelevant, does not recognize/differentiate among facts, illusions and assumptions and does not present ideas.		Frequently identifies, articulates and analyzes problems, distinguishes relevant from irrelevant, recognizes/differentiates among facts, illusions and assumptions, and presents ideas.		Readily identifies, articulates, and analyzes problems, consistently and accurately distinguishes relevant from irrelevant, recognizes/differentiates among facts, illusions, and assumptions, and generates original ideas.	

Printed Name: Signature:

Position/Title:

Company/Facility: Phone: