

Lackawanna College
Occupational Therapy Assistant (OTA) Program
Professional Reference Form

REFERENCE CANNOT BE FROM A FAMILY MEMBER OR CLOSE PERSONAL FRIEND

To the Applicant: It is recommended that you provide each reference with a copy of this reference form. If you must provide your references with a physical copy, it is further recommended that you provide each reference with a pre-addressed, stamped envelope with this form. Pre-address the envelope with the address listed below.

To the Reference: This individual is applying to Lackawanna College's Occupational Therapy Assistant (OTA) program. This program is rigorous and requires 24 months to complete, including 16 weeks of full-time, hands-on training in the field of occupational therapy. Upon completion of the program, the applicant will be a healthcare professional. Please honestly and objectively answer the questions below and provide a statement regarding the applicant to help us determine their likelihood for success in our OTA program. We want our students to do well, and a poor fit between the applicant and the program does not facilitate success.

Your form may be returned digitally to OTAadmissions@lackawanna.edu or in a sealed envelope with your signature evident across the seal. Please return this form directly to the following address:

Lackawanna College OTA Program
c/o Admissions Department
501 Vine Street
Scranton, PA 18509

Name of Applicant	
Name of Reference	
Reference Phone Number	
Relationship to Applicant	
Relative or Close Personal Friend of Applicant?	Yes No
How long have you known the applicant?	
In what capacity have you known the applicant?	

Please rate the applicant in the following areas.

1. How do you rate the applicant's communication skills?

Very Poor

Below Average

Average

Above Average

Excellent

Examples:

2. How do you rate the applicant's organizational skills?

Very Poor Below Average Average Above Average Excellent

Examples:

3. How do you rate the applicant's stress management skills?

Very Poor Below Average Average Above Average Excellent

Examples:

4. How do you rate the applicant's initiative?

Very Poor Below Average Average Above Average Excellent

Examples:

5. How do you rate the applicant's ability to work independently?

Very Poor Below Average Average Above Average Excellent

Examples:

6. How do you rate the applicant's ability to work with others?

Very Poor Below Average Average Above Average Excellent

Examples:

7. How do you rate the applicant's time management?

Very Poor Below Average Average Above Average Excellent

Examples:

8. How do you rate the applicant's capacity to be creative or to problem-solve in real-life situations?

Very Poor Below Average Average Above Average Excellent

Examples:

9. How do you rate the applicant's capacity to be resilient and adaptable?

Very Poor Below Average Average Above Average Excellent

Examples:

10. How do you rate the applicant's perseverance?

Very Poor Below Average Average Above Average Excellent

Examples:

11. How do you rate the applicant's reliability?

Very Poor Below Average Average Above Average Excellent

Examples:

12. How do you rate the applicant's ability to take and follow directions from supervisors?

Very Poor Below Average Average Above Average Excellent

Examples:

13. How do you rate the applicant's ability to give directions and/or persuade or motivate others?

Very Poor Below Average Average Above Average Excellent

Examples:

14. How do you rate the applicant's ability to make a long-term commitment to our Occupational Therapy Assistant program?

Very Poor

Below Average

Average

Above Average

Excellent

Examples:

Please use the space below to make a statement regarding the best qualities that this applicant possesses that would contribute to their success as a healthcare professional. Also, describe any obstacles this applicant might need to overcome in becoming a healthcare professional.