

PROFESSIONAL REFERENCE

Shinequa (Shine) Watkins is applying for employment and is requesting a professional reference. Your response will be held in strict confidence sent to a third-party email address held in a database for employment purposes only. Professional reference only released to Shine with your consent.



I was provided the opportunity to not only work with you but to learn from you. I am a better nurse because of it! Sadly, my contract is up and I will begin my journey to the next city. I would appreciate it, if you could reflect on my time at your facility and as a team member and grant me a letter of reference/recommendation. Thank you for taking time on my behalf and I look forward to working with you in the future!

EVALUATOR:

Name:

Title:

Years of Experience:

Direct Observation: YES NO

Email:

Supervisory Role: YES NO

Phone:

Peer Review: YES NO

FACILITY:

Name:

Address:

City:

State:

Designation (if applicable):

No of Beds:

Comments:

ASSIGNMENT:

Employed from: to:

Contract Type:

RN-PT Ratio:

Acuity:

Patient Population: *Check the patient population(s) served*

Neonates

Toddlers

Adolescents

Newborns

Preschoolers

Adults

Infants

Older children

Older Adults/Geriatric

EMPLOYEE REFERRAL:

Use the chart below to rate Shine's performance

KEY: 1: Exceeds Requirements 2: Meets Expectations 3: Needs Improvement

RELEASE COPY TO SHINE YES NO

PERFORMANCE/ATTRIBUTES	1	2	3
Attitude: Overall optimistic, polite, respectful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance/Reliable: arrives punctually, works required hours, and provides proper communication if unable to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bedside Manner: Ensures high-quality care, respects patients' dignity, had overall positive patient interactions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation: Gets along with coworkers, able to join units' social network without conflict	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication: Conveyed information effectively and efficiently, Communicated respectfully and effectively to patient, family, staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conflict Resolution: Demonstrated de-escalation techniques and constructive approaches to resolving issues or difficult situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competency: Demonstrated proficiency of skills and assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feedback: Receptive to critique, demonstrated the ability to learn from suggestions and change behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility: Displayed the capacity to adapt to changing situations and respond accordingly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization: Maintained a safe and neat work area(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patient Assessment: Assessed patients in a timely and individualized manner in relation to unit needs, acuity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy: Complied with your organization's policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism: Exhibits a high level of professionalism/decorum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work: Thorough and accurate documentation of care provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork: Showed initiative, acted without request or assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Management: Uses time efficiently to complete assignments/tasks in an effective manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FINAL REMARKS:

ELECTRONIC SIGNATURE: _____

DATE: _____