**Professional Reference**

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 and only released to Shine with your consent.

**Evaluator Profile**

Name:         Title/ Position:       \_

 Years of Experience:

 Email Address:       \_

Direct Supervision Role: [ ]  Yes [ ]  No Phone:

Peer Review: [ ]  Yes [ ]  No

**Facility Profile**

Name:        City, State:        ,

Designation:

Unit/Dept: No Beds:      ­ ­

Comments:

**Reference for Shine Watkins**

Employed from       to      

Assignment Type:

Frequency of Shifts:       per

No. Patients:

Acuity Level:

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

[ ]  Neonates/newborns

[ ]  Infants

[ ]  Toddlers

[ ]  Preschoolers

[ ]  Older children

[ ]  Adolescents

[ ]  Adults

[ ]  Older Adults/Geriatric

Use the chart below to rate Shine’s performance

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

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

**Final Remarks:**

**Electronic Signature**:          **Date**:      

  **Consent to Share:** [ ]  Yes [ ]  No