



Recommendation/Reference Process Information

- All applications must include THREE recommendation forms.
- Applications without THREE completed recommendation forms are incomplete and will not be reviewed.
- Recommenders/references are the individuals providing a completed recommendation form on behalf of the applicants.
- Recommendation forms will be sent to references via the automated system within the Cal State Apply application.
- A sample of the recommendation form is located on the next few pages.
- Applicants will enter the names and email addresses of each of their THREE recommenders/references into the Cal State Apply application. Additionally, applicants will be asked to provide the due date and a personalized message for the recommender/reference.
 - After saving the recommender/reference information, an email request with the recommendation form will automatically be sent to the recommender/reference on the applicant's behalf.
 - Applicants should advise recommenders/references to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.
- Additionally, applicants will be asked to:
 - Waive their right to access to the completed recommendation forms.
 - Give permission to contact the recommender/reference.
 - Give permission for schools to contact the recommender/reference.

Recommendation/Reference Types

Three (and only three) recommenders/references are required. Recommenders/references should be from the following recommender/reference categories:

1. Academic – We strongly recommend applicants include at least one recommender/reference that is/was an academic adviser and/or major professor. Applicants who have been out of college for several years could request recommender forms be completed by the current department chair of their major, or submit an additional reference form from the “Work Experience” category.
2. Work Experience – We strongly recommend applicants include one recommender/reference that is/was an employment supervisor who is acquainted firsthand with the applicant's work experience, whether that work experience is paid, volunteer, or practicum in nature. Please note that preference may be given to applicants who have a minimum of one year of paid or volunteer experience in human services. Applicants who have no work, volunteer, or practicum experience could submit an additional reference form from the “Academic” category.
3. Field Liaison (**REQUIRED FOR ALL BSW APPLICANTS**) – We require applicants with a Bachelor in Social Work (BSW/BASW), or who will soon have a BSW/BASW, use their Field Liaison as one of their three recommenders/references.
 - The Field Liaison is the university faculty who taught the field practicum/seminar course that aligned with the internship experience.
 - The Field Liaison is NOT the agency task supervisor (TS) or agency field instructor (AFI/FI) that worked within the internship agency.
 - To meet this requirement, students should ensure that they are using the Field Liaison (as defined here) as one of their recommenders/references.
 - NOTE: The Field Liaison will use the same recommender form as all others.

Cal State Apply Evaluation Types

Sample Recommendation Form (for Recommenders/References)



* Indicates required field

Relationship

* How long have you known the applicant?

* In what capacity do you know the applicant?

0/500

* Describe the characteristics and specific skills that demonstrate the applicant's potential in the social work profession

0/1000

If there are any, please describe characteristics that may hinder the applicant's effectiveness as a social worker

0/1000

PREVIEW OF
RECOMMENDATION FORM

Likert Analysis

	Not Observed ①	Poor (1) ①	Below Average (2) ①	Average (3) ①	Good (4) ①	Excellent (5) ①
✧ Intellectual ability/academic achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✧ Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✧ Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✧ Leadership skills/potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✧ Creativity, resourcefulness, and willingness to take initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✧ Experience working with various cultures/cultural sensitivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✧ Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✧ Capacity for self-awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✧ Ability to make sound judgments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✧ Concern for others/empathy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✧ Maturity and emotional stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✧ Responsibility, consistency, and dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✧ Integrity, honesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✧ Ability to accept constructive feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✧ Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✧ Potential and motivation for success in an MSW program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PREVIEW OF RECOMMENDATION FORM

Cal State Apply Evaluation Types

Sample Recommendation Form (for Recommenders/References)



Overall Recommendation

* Please provide your overall recommendation for this applicant

Please enter comments regarding your overall endorsement

PREVIEW OF RECOMMENDATION FORM

0/1000

Evaluator Comments

Please provide additional comments on the applicant's background and/or other information that you believe is important for the Department of Social Work to know or understand about the applicant and his/her potential success in a graduate program or as a future professional social worker. You are welcome to attach a Letter of Recommendation in addition to, but not in lieu of, completing the required information above.

0/2500