



LOMA LINDA UNIVERSITY

*in partnership with the General Conference of Seventh-day Adventists*

## GLOBAL SERVICE AWARD REFERENCE FORM

### **STEP 1: THIS SECTION TO BE COMPLETED BY THE APPLICANT**

Applicant's Name: \_\_\_\_\_  
*Last First Middle*

LLU School: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Referent's Name: \_\_\_\_\_

Your signature is required for either statement A or statement B below. Please check one:

- A. I have waived my right to inspect this reference form and hereby inform referent that this form will be kept strictly confidential.
- B. Referent is advised that I have retained my right to inspect this reference form and that I may have access to this form.

\_\_\_\_\_  
*Signature Date*

### **STEP 2: INSTRUCTIONS FOR REFERENT**

Thank you for taking the time to complete this reference form.

The Global Service Award (GSA) provides the opportunity for Loma Linda University alumni, in fields other than medicine or dentistry, to serve overseas in volunteer or limited-stipend positions, while receiving educational loan payment assistance.

The applicant named above has applied to the GSA program and selected you to evaluate his/her qualifications. Your valued input will help ensure that we award GSA applicants who have a high likelihood to be successful in a six month to three year global service experience.

Although you may know the applicant in only one capacity, such as a supervisor, professor, or pastor, please respond to each section of this reference form by giving us your best opinion based upon your knowledge and interaction with this applicant.

Applicant's Name: \_\_\_\_\_

Please rate each characteristic by checking the box under **Very Well**, **Adequately**, **Poorly**, or **No Basis for Judgment** based on how well you think the applicant demonstrates the following qualifications.

### Section I: Initiative and Work Skills

GSA recipients must be knowledgeable in their area of expertise, effectively accomplish their work, and share their skills and knowledge with others. This includes setting goals, recognizing and solving problems, and communicating and relating well with others.

	<b>Very Well 3</b>	<b>Adequately 2</b>	<b>Poorly 1</b>	<b>No Basis for Judgment</b>
1. Works under minimal supervision				
2. Takes initiative				
3. Works with limited resources and equipment				
4. Speaks and writes articulately and professionally				
5. Follows through on commitments				
6. Completes tasks promptly and within deadlines				
7. Incorporates new ideas				
8. Shows imagination, creativity, innovation, and resourcefulness				
9. Provides mentoring to others				
10. Incorporates direction and guidance from others				
11. Displays a high aptitude for academic achievement				
12. Displays a high degree of technical knowledge regarding his/her profession				
13. Shows potential for significant contribution in his/her professional field				

### Section II: Cultural Sensitivity

GSA recipients must be willing and able to observe, accept, or in some effective way cope with the ideas and behaviors of others. They must also be able to adjust their own behavior within the framework of another culture/society. This includes the ability to understand the experiences and problems of others.

	<b>Very Well 3</b>	<b>Adequately 2</b>	<b>Poorly 1</b>	<b>No Basis for Judgment</b>
1. Responds appropriately to the needs of others				
2. Adapts to new customs and situations				
3. Works effectively with people from different cultural and religious backgrounds				
4. Collaborates and shows respect to others				

### Section III: Emotional Maturity

GSA recipients are exposed to unfamiliar living conditions without familiar support systems. Their work requires that they respond appropriately to the needs of others, as well as their own, often without the direction of others.

	<b>Very Well 3</b>	<b>Adequately 2</b>	<b>Poorly 1</b>	<b>No Basis for Judgment</b>
1. Copes with stressful working and living situations				
2. Copes with separation from family and friends				
3. Develops friends and a support system in an unfamiliar environment				
4. Exhibits honesty and integrity				
5. Thinks critically and analyzes complex concepts				

Applicant's Name: \_\_\_\_\_

### Section IV: Overall Recommendation

Please check one of the following to summarize your overall recommendation of the applicant for a GSA award:

- I highly recommend the applicant without reservation
- I recommend the applicant as a good prospect
- I recommend with reservations
- I have substantial doubts about the applicant's suitability

### Section V: Additional Comments - optional

Please share any observations or additional comments that we should consider when evaluating this applicant.

### Referent's Information:

Name \_\_\_\_\_

Position/Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
*Signature* *Date*

I am/was the applicant's:

**Job supervisor** from \_\_\_\_\_ to \_\_\_\_\_  **Pastor** from \_\_\_\_\_ to \_\_\_\_\_  
*Name of company* \_\_\_\_\_ *Name of church* \_\_\_\_\_

**Dean/Faculty** from \_\_\_\_\_ to \_\_\_\_\_  **Other** (non-family) from \_\_\_\_\_ to \_\_\_\_\_  
*Name of School* \_\_\_\_\_ *Please specify:* \_\_\_\_\_

**Once completed and signed, please mail this reference form (all three pages) in a sealed envelope directly to:**

SDA General Conference Loma Linda Office  
24888 Prospect Avenue  
Loma Linda, CA 92354  
Tel: (909) 558-4420

**DEADLINE:** Reference forms **must** be received by the **3<sup>rd</sup> Thursday in December** for an applicant to be considered.