

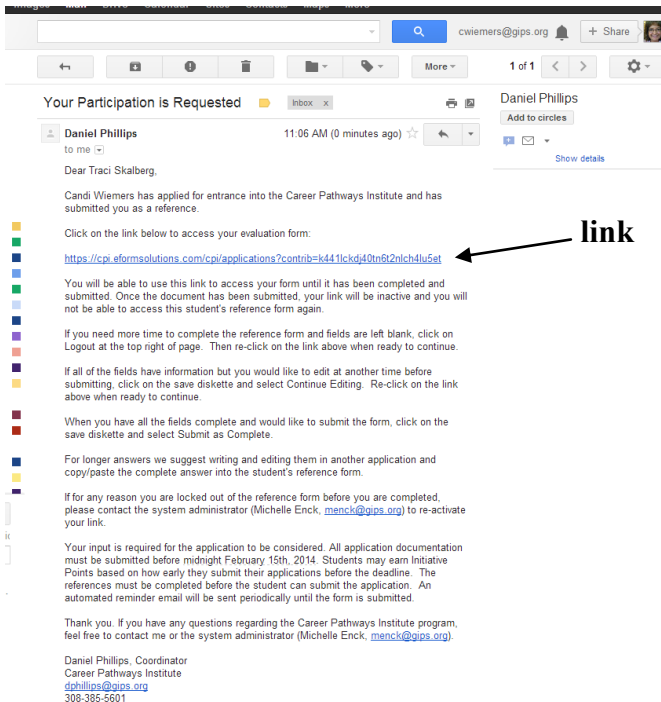


# Reference Training/Tips

- Every student application will require two references.
- The student will enter the name and email of their reference into the application. The student must complete this entry in order to submit their application.
- Students are reminded to: *Consider carefully who you will ask to be a reference and **ASK THEM** to be a part of the process **BEFORE** you enter their name into the application as they will be notified via email when you save this form.*
- References are time sensitive. The reference must be complete before a student can submit their application. Students must submit their application by **midnight on February 28, 2017**. If students complete their application before the deadline they can earn **Initiative Points**.

Initiative Points	
Application Submitted by:	
<b>Fall</b>	<b>Spring</b>
Dec 2 = 15 points	Feb 7 = 15 points
Dec 9 = 10 points	Feb 14 = 10 points
Dec 16 = 5 points	Feb 21 = 5 points

Students can earn bonus points for submitting their application before the February 28 deadline. These bonus points are called Initiative Points. Initiative points will be considered by reviewers when making recommendations. While submitting the application early does not guarantee placement, it will certainly help.



- Each reference will receive a system generated email that contains a link to the student's application.
- Every link generated by the system is unique. If you are asked to be a reference for more than one student, you will receive more than one email with a link.
- Once the reference form is complete the link will be deactivated by the system. You will not be able to access the reference page for that student again. If you need to have a link reactivated, please contact the System Administrator at [menck@gips.org](mailto:menck@gips.org).
- A system generated reminder email will be sent every three days until the form is completed.

# Reference Page Example

Application ID 977	
<b>Thank you for participating in the application process.</b> The student will NOT have access to this reference or comments. It is a confidential process. When you have completed the form, click the save (diskette) icon.	
<b>PLEASE DO NOT USE THE STUDENT'S NAME WHEN COMPLETING THE REFERENCE QUESTIONS.</b> If you use the student's name, the Review Committee reserves the right to disqualify the student's application.	
Applicant's First Name	Test
Applicant's Last Name	Applicant
<b>Compared to other career-bound students, select how you would rate this applicant on a scale of 1-5 where 1 is the lowest and 5 is the highest. Please consider the following traits when scoring:</b>	
Do you believe this student will be successful in the Career Pathways Institute?	Academic motivation: Selection required! ▼
Critical thinking and decision making: able to think critically and make effective decisions	Selection required! ▼
Responsible and accountable: able to take responsibility for tasks and assignments and be accountable for results	Selection required! ▼
Communication skills: able to communicate effectively orally and in writing	Selection required! ▼
Team work: able to work effectively in teams as a leader and follower	Selection required! ▼
Leadership: able to take leadership responsibilities when needed	Selection required! ▼
Please provide one strength that would help explain your evaluation of the student.	
Please provide one weakness that would help explain your evaluation of the student.	
<b>PLEASE DO NOT USE THE STUDENT'S NAME WHEN COMPLETING THE REFERENCE QUESTIONS.</b> If you use the student's name, the Review Committee reserves the right to disqualify the student's application.	
Please describe characteristics of this student that would make him/her a good employee.	
Please provide your teaching position.	

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Once **all** of the fields have data entered and you have clicked on the save diskette, the following message will appear. Please note, the student cannot submit their application until you have clicked the “Submit as Complete” button.

[Online Help](#) [Logout](#)  
(Logged in as qq10add17pe9krdkbmqoqg)

**Confirmation**

Wait!! You are not quite done. Your input has not been submitted. Please indicate below if you wish to submit your input, or if you wish to edit further (now or later).

Please indicate if you wish to submit.

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