



NEWMAN
REGIONAL HEALTH

DIRECTIONS FOR REFERENCES

Thank you for agreeing to be a reference for a Newman Regional Health Auxiliary scholarship applicant. Your perspective and knowledge of this candidate will be invaluable for our selection committee. Please attach your reference separately. Tell us how you know this individual and highlight their strengths. Please use the checklist below to guide your writing by selecting characteristics that best describes the applicant giving examples where possible. Please email your letters of support to cindypaul78@gmail.com or mail to:

Newman Regional Health Auxiliary
C/O Volunteer Coordinator or Scholarship Chairman
1201 W 12th Ave
Emporia, Ks 66801

Communication Skills

Shares personal opinion when appropriate
Brings openness and friendliness to conversation
Is polite
Speaks calmly
Listens effectively
Respects others' opinions
Does not interrupt others

Leadership Abilities

Capable of assuming leadership
Contributes to group success
Provides service to others
Capable of delegating responsibilities
Makes good decisions
Willing to assume roles other than leader

Professional Skills

Ability to face challenges
Determination-finishes what is started
Is adaptable to make changes
Maintains confidentiality
Is observant
Displays attention to detail
Has ability to think critically
Has ability to multi-task
Is on time and uses time wisely

Displays good work ethics
Uses good judgment
Shows flexibility
Has perseverance
Ability to support decisions of others
Uses problem solving skills well
Manages both physical and
emotional stress

Personal Skills

Shows care for all humanity
Is on time and uses time wisely
Shows compassion
Has patience
Shows empathy for others

Is a hard worker
Has a caring nature
Is respectful of others
Is dedicated-finishes what is started
Displays integrity