

## Letters of Recommendation/Evaluation

- I. Approach prospective authors mid-spring semester
  - a. They will need **at least** a month to write the letter
  - b. Give them an approximate deadline, such as the date you plan to submit 1<sup>o</sup> application
    - i. Note that letters *can* still be submitted after you submit your 1<sup>o</sup> application
- II. Once your application is started (i.e., you have an id # with the application service or school), contact your authors again offer to provide the following items to aid in their LOR writing:
  - a. Personal interview (virtual or in-person)
  - b. Personal statement
  - c. Grades/transcripts
  - d. Resume or list of experiences
  - e. Letter writer form – AMCAS or other HP school form if applicable
  - f. Instructions (see below)
- III. Additional information for your letter writers, if requested:
  - a. Means of submitting letters
    - i. Encourage authors to use direct electronic submission to application service or school
      1. Cannot use Virtual Evals – UND is not part of this service, so our faculty cannot use it to submit letters
      2. Most application services no longer accept mailed letters
    - ii. Regardless of submission form, letters need to on letterhead if available and signed
  - b. Letters should include:
    - i. The relationship to the applicant (i.e., professor, employer, etc.)
    - ii. The length of time the author has known the applicant
    - iii. Information regarding the applicant on any of the topics listed below:
      1. Problem-solving and decision-making - that is the ability to gather, analyze and synthesize information and arrive at a logical answer.
      2. The ability to empathize with others and to the needs of society.
      3. Motivation and staying power – medical/health professional school requires maturity, flexibility, dedication, stress management and a number of other qualities
      4. The student's process for dealing with both sides of an issue or ethical problem - schools will look at how a student approaches and formulates attitudes towards issues and ethical problems but not their conclusions.
      5. The student's ability to work effectively and productively in large and small group settings. Is this person a team player, i.e., works well with others? A leader?
      6. The author's overall assessment - this includes all of those qualities they think would make a good physician/health care provider, including honesty, responsibility, communication, and perhaps the most important question of all, "Would they like to have this person as my physician/ health care provider?"
- IV. Monitor letter arrivals and remind authors to submit if necessary
  - a. Remember that they are doing you a favor, so be respectful with your reminders
- V. Let authors know your final status with a final thank you note (accepted, waitlisted, etc.)