



Seattle Pacific University
Guidelines for
CONFIDENTIAL
Placement File Reference

Guidelines for the Candidate:

- Present this sheet to an individual who has agreed to act as a professional reference.
- Provide your reference writer with a stamp and be sure to give the writer sufficient time to write the letter.
- Provide your writer with information below, which might help them to write your reference.
- Beginning Teachers: Your University Coordinator will collect the reference letter from your Cooperating Teacher and deliver it to the Career Development Center together with their evaluation.

Notes from the Candidate to the Reference Writer:

My Placement File is registered as Confidential.

Candidate Name _____ Date Needed _____

Guidelines for Reference Writer:

Your letter will be copied and sent to prospective employers as part of the above named candidate's professional **confidential** placement file. Therefore, it should be:

- **typed and single spaced on letterhead stationery, placed in a letterhead envelope, and signed over the seal.**
- addressed generically (e.g. "To Whom It May Concern", "Fellow Educator", etc.).
- identified in the header as "CONFIDENTIAL" (if you wish to emphasize it).
- dated with your original signature and title on each page.
- accompanied with your signature over the seal of the envelope. Confidential references delivered by the candidate, which do not have the reference writer's original signature over the seal of the envelope, will be marked non-confidential.

Please Note:

- References should address the candidate's professional skills, knowledge and potential.
- Cite specific examples to support your comments wherever possible.
- Copies of employment evaluations are *not* acceptable.
- References may not include comments regarding the candidate's sex, race, color, national origin, religion, disability, or age. References must be free of comments, which are discriminatory, prejudiced, or libelous.
- Cooperating Teachers are encouraged to keep a copy of their reference and to supply a copy to the intern's University Coordinator.
- Beginning Teachers: The University Coordinator will collect the reference letter from the Cooperating Teacher and deliver it to the Career Development Center together with their evaluation.

Send your reference letter **DIRECTLY** to: CAREER DEVELOPMENT CENTER
 Seattle Pacific University, 3307 Third Avenue West, Seattle, WA 98119-1997

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