



Seattle Pacific University

Guidelines for NON-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.

Notes from the Candidate to the Reference Writer:

My Placement File is registered as Non-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 non-confidential placement file. Therefore, it should be:

- typed and single spaced on letterhead stationery, placed in a letterhead envelope.
- addressed generically (e.g. "To Whom It May Concern", "Fellow Educator", etc.).
- identified in the header as "NON-CONFIDENTIAL" (if you wish to emphasize it).
- dated with your original signature and title on each page.

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.

Send your reference letter **DIRECTLY** to:

CAREER DEVELOPMENT CENTER
Seattle Pacific University, 3307 Third Avenue West, Seattle, WA 98119-1997