

Look no further.



Avera McKennan Human Resources

Professional Development Program

1325 S Cliff Ave

PO Box 5045

Sioux Falls, SD 57117-5045

P: 605.322.7850 F: 605.322.7868

Dear PDP Applicant:

Congratulations in your decision to apply for the Professional Development Program at Avera McKennan in Sioux Falls. You are opening a door of opportunity which may lead to a number of exciting possibilities in your nursing career.

Part of the application process is to obtain two references from people such as a clinical instructor, nursing instructor, employer, co-worker, pastor or coach. These two references are in addition to the required letter from your academic advisor.

Attached is a letter and reference form to give to your reference. Once the reference is completed, the person may fax or mail it back to Human Resources. All references must be postmarked or faxed by **Wednesday, October 12, 2011.**

Contact information is supplied for them on the form.

If you have any questions please contact Human Resources at 605.322.7850 or 888.677.3222.

Look no further. Avera McKennan.

Sincerely,

A handwritten signature in black ink that reads "Lisa Bosley".

Lisa Bosley, RN
Nurse Recruiter/ Human Resources

A handwritten signature in blue ink that reads "Kerri Severson".

Kerri Severson, MS, PHR
Human Resources Representative

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Dear _____:

As a current nursing student, I am submitting an application for the Professional Development Program at Avera McKennan Hospital & University Health Center in Sioux Falls, S.D. This summer work program will help me gain valuable knowledge and experience as I prepare for my nursing career.

Would you be willing to serve as a reference for me? If so, please complete the attached evaluation and return it to Avera McKennan Human Resources. References must be postmarked or faxed by **Wednesday, October 12, 2011.**

Please fax or mail the attached form to:

Avera McKennan Human Resources

Attn: PDP

800 East 21st Street

PO Box 5045

Sioux Falls, SD 57117-5045

Fax number: (605) 322-7868

Thank you for your support and assistance.

Name of Nursing Student (please print)

Name of School

Look no further.



Avera McKennan Human Resources
Professional Development Program
Fax: 605.322.7868

Reference Request

Candidate Name (please print)

Employer _____ From: _____ To: _____

Position: _____ Reason for leaving: _____

Eligible for Rehire? ___ Yes ___ No Reference given by: _____

You have been listed as a reference by the above applicant for a position at Avera McKennan.
Based on your experience with the candidate, please evaluate the following categories:

4 - Very Good, 3 - Good, 2 - Average and 1 - Below Average

Communication	Scale	Comments
1. Uses effective communication skills	_____	_____
2. Protect privacy & confidentiality of others	_____	_____
Attitude Toward Others		
1. Attitude toward learning new skills	_____	_____
2. Treat others with respect & courtesy	_____	_____
3. Takes pride in personal appearance & facility	_____	_____
4. Works well with others (teamwork)	_____	_____
Responsiveness		
1. Anticipates & responds to others needs	_____	_____
2. Ability to accept new situations	_____	_____
Engagement		
1. Takes ownership of responsibilities	_____	_____
2. Accountability for actions	_____	_____
Work Skills		
1. Organization	_____	_____
2. Technical skills	_____	_____
3. Attendance	_____	_____
4. Ability to learn new skills	_____	_____

Please share your overall evaluation of this individual. _____

Signature: _____ Date: _____

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Scale

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