

RECOMMENDER GUIDE

Thank you for serving as a reference. We greatly appreciate that you are taking time out of your busy schedule to support future social workers! Your honesty and insight are important, and your recommendation is greatly valued by our faculty admissions committee. The applicant appreciates you taking the time to complete this recommendation thoughtfully, and so do we.

If you know of other students, friends, or colleagues who are passionate about [our mission](#) and interested in our top-ranked [academic programs](#), please encourage them to [apply](#)! Our [electronic viewbook](#) helps them to explore *why* a UW social work degree is a worthwhile investment, and our [event calendar](#) has details about information sessions, advising appointments, virtual drop-in advising hours, and more. Please spread the word and help us ignite social change!

Being a Reference: What to Expect

As soon as an applicant designates you as a reference on their MSW application, you'll receive an email from sswapp@uw.edu with a link to a recommendation form. It is critical that you complete your recommendation by the deadline noted in that email in order for the applicant to get full consideration. Please choose one of the two options:

- Complete a short recommendation form + type an assessment letter in the textbox
- Complete a short recommendation form + upload Word or PDF assessment letter

Do NOT choose the postal mail option; we cannot accept recommendations via postal mail!

Recommendation form: You will have the opportunity to set the context for how you are evaluating the applicant and will be asked to rate the applicant on a number of skills/abilities.

Assessment letter: Reference letters should support the applicant's social/human service background and/or academic preparedness and potential for contributing to the learning community and field of social work.

While the format, content, and length are totally up to you, we expect your assessment to address the following:

- 1) How long and in what capacity, have you known the applicant?
- 2) What do you consider the applicant's major strengths as a candidate for education in social work?
- 3) In what areas/to what degree, does the applicant need to be strengthened as a potential professional social worker?
- 4) Please discuss any personal knowledge you have of the applicant's experience in social service; indicate the nature of experience and your assessment of the applicant's performance, including their ability to respect and work with differences in people (e.g. race, class, culture, and ethnicity).
- 5) What reservations do you have about the applicant's potential for professional social work? Please tell us whether, in your opinion, the candidate is: highly recommended, recommended, recommended with reservations, not recommended.

Thank you again for your time and support of this applicant's candidacy! Please email sswinfo@uw.edu if you have any questions, and please be sure to complete this recommendation by the deadline noted in the email.