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**Instructions for Letter of Recommendation**

**Regarding applications for 12 months Foundation programme in Iceland**

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| Please write the answers directly into the document and send by e-mail to Ms Sigrún Ingimarsdóttir, project manager. E-mail address: sigruni@landspitali.is  |

Date:

Full name (student):

**Please answer the following questions:**

1. How do you know the applicant (e.g. supervisor, relative)?

2. What was the applicant‘s job/role?

3. What do you consider the applicant‘s strongest skills/qualities?

4. What do you consider the applicant‘s need for improvement?

5. How do you evaluate the applicant‘s communication skills and ability to work with others:

 a) Patients?

 b) Co-workers?

 c) Supervisors?

6. How did the applicant show initiative and independance?

7. Were you able to trust that the applicant completed his/her tasks/assignments and followed them through?

8. Was the applicant dedicated/thorough, attentive, hard working?

9. How did the applicant cope with pressure?

10. Is the applicant punctual? Any tendency of absence?

11. Is there anything you would like to add?

12. Would you reccommend the the applicant for a foundation programme?

**Information about the referee**

Name:

Position:

E-mail address:

Phone-number: