

# HOW TO FORM A LETTER OF EVALUATION

## EVALUATION LETTER

An evaluation letter in the context of healthcare education is a formal document written by an advisor to assess and provide feedback on a student's performance during a internship or other educational experiences. This is essential for students' academic and professional development as it helps identify strengths, areas for improvement, and overall competence in their field.



*Below is a list of instructions to help ensure a smooth Evaluation Letter process.*

**Step One:** Provide an accurate assessment of the applicant's suitability for medical or dental school by doing the following:

- Briefly explain your relationship with the applicant
  - *How long have you known the applicant?*
  - *In what capacity have you interacted (e.g., faculty, advisor, supervisor)?*
  - *Are your observations of the applicant direct or indirect?*
- Quality of information is more important than letter length. Focus on the applicant rather than details of the lab, course, assignment, job, or institution.

**Step Two:**

- Only include information on grades, GPA, or MCAT scores if you also provide context to help interpret them. Grades, GPA, and MCAT/DAT scores are available within the application.

**Step Three:**

- Highlight the behaviors you have observed using the following framework:
  - **Situation/Context:** *When and where did the behavior occur?*
  - **Behavior:** *What specific action(s) did you observe?*
  - **Consequence (Outcome):** *Were there any immediate outcomes of the behavior?*

**Step Four:**

- Consider including unique contributions that an applicant would bring to an incoming class, such as:
  - *What obstacles did the applicant have to overcome, and how have those obstacles led to new learning and growth?*
  - *Contributions that an applicant would bring to a medical/ dental school's diversity, broadly defined (e.g., background, attributes, experiences).*

**Step Five:**

- Ask the applicant for permission if you plan to include any information that could be considered potentially private or sensitive.

**Format:**

- The document **must** have a letterhead and signature (printed or electronic),
- *Optional:* Times New Roman, 11-12 font, and single-spaced is preferred for consistency.

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Provide information on an applicant's personal characteristics and critical thinking and reasoning abilities, including but not limited to:

### **Thinking and reasoning competencies**

- Problem-solving skills
- Academic potential
- Motivation for learning
- Quantitative reasoning
- Communication skills (written and oral)

### **Science competencies**

- Living Systems
- Human Behavior

### **Pre-professional competencies**

- Service orientation
- Social skills
- Ability to exercise good judgment
- Cultural competence
- Teamwork
- Self-confidence
- Resourcefulness
- Ethical responsibility for self and others
- Overcoming challenges
- Capacity for empathy
- Reliability and dependability
- Adaptability
- Capacity for improvement
- Knowledge of the profession
- Integrity

For a complete description of the competencies listed above, please visit the [AAMC](#) or the [ADEA](#) for the Guidelines for Writing a Letter of Evaluation.