



Centers for Disease Control and Prevention (CDC) Atlanta GA 30333

Re: \_\_\_\_\_ Applicant's Name

Dear Colleague:

The person identified above has applied for a position in the Public Health Prevention Service (PHPS) at the Centers for Disease Control and Prevention (CDC) and has listed you as a reference. PHPS is a 3-year program of on-the-job training and service. It is designed for persons at the master's level who have a strong interest in public health leadership and management. As a reference, your frank and objective evaluation of the applicant's abilities and potential for future career growth in public health will play an important part in the selection process. To assist us in the review process, we ask that you complete the table below on this rating form and address the following items in an accompanying letter of recommendation.

- 1. Indicate your name, title, organization, how long you have known the applicant, and in what capacity (e.g., employer, supervisor, teacher, or faculty advisor).
2. For each of the following six areas, please rate the applicant's abilities and skills and in your letter provide comments related to your rating and any additional strengths or weaknesses that you feel will be helpful in the selection process. Be sure to include examples that draw on your interactions with the applicant.

Please use the following scale:

5 = Top 5% 4 = Top 10% 3 = Top 20% 2 = Top 50% 1 = Below 50% U = Unable to assess

Failure to provide a quantitative score in the areas listed below may result in a lower score for the applicant

Table with 2 columns: Applicant's Abilities and Skills, Your Ranking. Rows include Quantitative skills, Analytical thinking, Written communications, Oral communications, Interpersonal and team skills, Productivity.

- 3. Sign this form and the letter and submit them together to the address below. The letter must be postmarked by February 1, 2012.

Name Signature Date

Public Health Prevention Service Centers for Disease Control and Prevention 1600 Clifton Rd., NE, Mailstop E-92 Atlanta, GA 30333

Thank you for your assistance. If you have any questions, please call the PHPS Program at 404-498-6120.

Sincerely,

Cindi Melanson, MPH, CHES Director, Public Health Prevention Service Centers for Disease Control and Prevention 1600 Clifton Road, NE, Mailstop E-92 Atlanta, GA 30333