

Pharmacy Residency Reference Writing Tips

PhORCAS™ references play a substantial role in our decision-making process and we thank you for providing yours. In an attempt to make fair comparisons amongst candidates, please carefully review and incorporate the following guidelines into your reference.

Candidate characteristics: using the PhORCAS™ scale below, please provide comments for at least 6 of the 17 characteristics as well as any items marked “consistently exceeds expectations” or “consistently fails to meet expectations” so that the selection committee can get a picture of the candidate’s fit for the residency program.

Follow guidance provided in the form. Be sure to hover over each rating to reveal the proposed candidate percent rankings to ensure proper alignment.

Tips:

- “Meets Expectations” should be considered the expected baseline level of skill, whereas “Occasionally Exceeds Expectations” or “Consistently Exceeds Expectations” should be reserved for areas that the candidate excels above baseline.
- Selecting “Room for Improvement” would indicate that the candidate falls below the expected baseline for that area.

Reference Relationship and Narrative Comments

Please respond to the questions with as much detail as possible, including specific examples, where appropriate.

If you are familiar with our programs and would like to comment on the candidate’s specific fit/alignment with our program, please include these comments under the section that addresses the candidate’s strengths.

Overall recommendation (highly recommend, recommend, recommend with reservations, or do not recommend)

Tip: Please consider the congruence of this overall rating with your ratings of the candidate characteristics. For example, a candidate who receives a "highly recommend" overall recommendation would be expected not to receive any ratings of "consistently fails to meet expectations" and may receive one or more ratings of "consistently exceeds expectations".

Please do not upload a separate letter of recommendation as the reference form alone will be reviewed as a part of the candidate’s application.