



AUBURN UNIVERSITY

COLLEGE OF  
SCIENCES AND MATHEMATICS

**Memo To:** Evaluators

**From:** Beverley Childress  
Director of Pre-Health Professions Programs, Auburn University

**Subject:** Directions for Completing Evaluation Forms and Letters

The Auburn University Pre-Professional Advisory Committee (PPAC) prepared the enclosed form for evaluators of our professional school applicants, who should have completed and signed the top of the form. If the top is not completed and signed, require the applicant to do so immediately. In addition, he/she has included a PPAC Resume to provide biographical information to you. Review these materials then set up an appointment to interview the applicant.

After the interview, complete the form and write a separate one-page letter on your letterhead and signed to state how long and in what capacity you have known the applicant and his/her strengths and weaknesses. Comment on the applicant's personal attributes including those listed on the evaluation form. If you have questions, email me at [childbb@auburn.edu](mailto:childbb@auburn.edu).

Return the **original** completed form and letter to our office in the envelope provided. Do NOT give the evaluation to the applicant or fax or email it to us. Thank you for helping our students in this important way.