1. Student designates letter writers within the “evaluations” section of the Cal Apply system.

2. Student adds email address and message and waives (or does not) rights.
Once you have saved the evaluation request, an email request will be sent to the evaluator on your behalf. Please advise your evaluator to look for this email in their inbox, as well as their spam or junk mail folder, as emails do occasionally get filtered out. Please note: All references submitted within this section of your application are program specific. If you choose to remove this program from your application, please understand your letters will be deleted along with the program.

### Evaluator’s Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Primrose</td>
</tr>
<tr>
<td>Last Name</td>
<td>Pagdilao</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:Primrose@sfspu.edu">Primrose@sfspu.edu</a></td>
</tr>
<tr>
<td>Due Date</td>
<td>07/20/2017</td>
</tr>
<tr>
<td>Personal Message/Notes</td>
<td>Hey Primrose, will you please write me a letter of recommendation for the Agriculture program at Cal Poly. Sounds like this could really change my life.</td>
</tr>
</tbody>
</table>

### Waiver of Evaluation

I waive my right of access to this evaluation.  
- [ ] Yes  
- [ ] No

### Permission to Contact Reference

- [ ] I hereby give permission to contact this reference via email to request the completion of the reference form and letter of reference. If my reference does not submit an online reference form in response to the email request, it is my sole responsibility to contact the reference directly to ensure all references required by my designated schools are received by the deadline.

### Permission for Schools to Contact Reference

- [ ] I understand that the schools to which I am applying may contact the reference either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the schools to do so.

3. **Letter writer is notified by email with instructions**
Dear Primrose Pagillas,

Noah Price has applied for admission to Cal State Apply and has requested that you provide an online evaluation of their capabilities as part of their application. The deadline to submit your evaluation of Noah Price is July 20, 2017.

Access the CAS Evaluator Portal

You may also copy and paste the following link into your browser to access the Cal State Apply Evaluator Portal:

https://evaluator.rutgersucu.com/evaluator/login

If this is your first time accessing the Evaluator Portal, you will need to create an account. If you have previously created an account, use the login information previously established to log in and complete this evaluation. If you do not remember your password and need to reset it, please click the forgot password link.

Noah Price provided the following comments to you in their evaluation request:

Hey Primrose, will you please write me a letter of recommendation for the Agricultural program at Cal Poly. Sounds like this could really change my life.

If you have any questions about this evaluation request, please contact Cal State Apply Customer Service at 857-304-2087 Monday through Friday, 9:00 AM to 5:00 PM Eastern Time.

Sincerely,

Cal State Apply Staff

4. Writer must register and then fill in Likert rating form and upload a document (letter):
Edit My Account

Below is the current information used to create your account. If you need to update or change any of the following information, you can do that here. Once all changes are complete, click on "Update Profile".

User Information

* Title:

Please enter title

* First Name: Prim
* Middle Initial:
* Last Name: Horn
* Suffix:

Contact Information

* Primary Phone: +14153386069
  Work
* Primary Email: primrose@stu.edu
* Street Address 1:

You must enter a street address

Street Address 2:

* City:

A city or town is required

* Country:

Country is required

Open Evaluations

Below is a list of all of your evaluations requests. Click Accept and then click on the applicant's name to get started on their reference. Some applicants may appear in the list more than once if they applied to multiple programs.

<table>
<thead>
<tr>
<th>Applicant</th>
<th>CAS</th>
<th>Institution</th>
<th>Program</th>
<th>Waived Access</th>
<th>Requested Completion Date</th>
<th>Evaluation Type</th>
<th>Request Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noah Price</td>
<td>Cal State Apply 2019</td>
<td>San Luis Obispo Credential</td>
<td>Agriculture Specialist</td>
<td>Yes</td>
<td>Jul 20, 2017</td>
<td>Individual</td>
<td>Accept</td>
</tr>
</tbody>
</table>

Evaluation History

No Evaluation History
Noah Price
CAS ID: 3933933695
Requested Completion Date: Jul 20, 2017
EMAIL: nprice@fsu.edu
PHONE: +1415.0533550
CAS, Organization, Program: Cal State Apply, San Luis Obispo Credential, Agriculture Specialist

### Relationship

- How long have you known the applicant? [ ]
- How well do you know the applicant? [ ]
- In what capacity do you know the applicant? [ ]

### Evaluation Ratings

<table>
<thead>
<tr>
<th></th>
<th>Excellent (5)</th>
<th>Good (4)</th>
<th>Average (3)</th>
<th>Below Average (2)</th>
<th>Poor (1)</th>
<th>Not Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adaptability</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Intellectual Ability</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Leadership</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Written Communication</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Overall Evaluation</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>

### Overall Recommendation
5. The letter writer receives confirmation of submission
Dear Jackson Calder,

Thank you for submitting your recommendation for Noah Price. We have notified Noah Price that your recommendation has been submitted.

If you have any questions about this recommendation submission, please contact Cal State Apply Customer Service at 857-304-2087 Monday through Friday, 9:00 AM to 5:00 PM Pacific Time.

Sincerely,

Cal State Apply Customer Service

Please do not reply to this automated message.

*