



**CAREER SERVICES OFFICE
COLLEGE OF COMPUTING & INFORMATICS
DREXEL UNIVERSITY
3141 CHESTNUT STREET
PHILADELPHIA, PA 19104-2875**

EMPLOYER REFERENCE (please copy & paste into this form or attach separately on company letterhead).

Employee's Name: _____ Position: _____

Employing Agency: _____

Instructions to Employer: This reference will be placed in the applicant's folder and will be used by the College in maintaining its reference service. Please make no statements which indicate race, creed, national origin, marital status, age, religion or disability. Keep in mind that employers look for information about intellectual capacity, academic performance, professional motivation, originality, leadership potential, interpersonal relationships, and special competencies and talents. In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, students and alumni are permitted to examine anything in their folder dated January 1, 1975 and after.

Signature: _____ Title: _____

Name (Print or type) _____ Date: _____

Address: _____

THIS REFERENCE SHOULD BE RETURNED DIRECTLY TO THE ABOVE ADDRESS