

BLOCK

**6.5.3**

NAME \_\_\_\_\_

DATE \_\_\_\_\_

PERIOD \_\_\_\_\_

TEK | d(7)(C) · d(7)(D)



## PROCEDURAL DECISION TREE

05 / 10

### FRAMEWORK — READ FIRST

**STEP** Is the person a family member (parent, sibling, cousin, aunt/uncle)

- 1** **YES** → NOT a good reference. Go to Step 2 with a different person.  
**NO** → Go to Step 2.

**STEP** Can they speak to your work, school, or volunteer skills from FIRST-HAND experience

- 2** **YES** → Likely a GOOD reference. Go to Step 3.  
**NO** → NOT a good reference. Pick someone else.

**STEP** Have you asked their PERMISSION to list them

- 3** **YES** → List them.  
**NO** → Ask first. Never list without permission.

### APPLY THE TREE

**1** Reference 1 name + how they know me

Why they would speak positively (one sentence)

  

**2** Reference 2 name + how they know me

Why they would speak positively (one sentence)

  

### BOTTOM LINE

ONE reason you should NEVER list someone without asking first (think from the reference's point of view)

  

### TEACHER · MASTERY

Beginning 1    Developing 2    Proficient 3    Mastery 4

TEACHER COMMENT \_\_\_\_\_