

**INSTITUTIONAL GME GUIDELINES –Letters of Recommendation**  
**Approved by GMEC – May 24, 2013, 9/28/2018, 11/12/21**

The Sponsoring Institution supports the provision of accurate and appropriate letters of recommendation for residents/fellows applying to other residencies, fellowships or employment.

Soliciting Letters

Residents/fellows should solicit letters of recommendation from faculty members who know them well and can write a positive letter. If the faculty does not feel they can write a strong, supportive letter, they should let the resident/fellow know, and suggest the resident/fellow seek another letter-writer.

Content of Solicited Letters of Recommendation

Address to a specific individual (not “To Whom it May Concern”).

Include the timeframe and context in which you worked with the individual. For example, “*I worked with Resident A for two months from May 20xx to June 20xx as his supervisor for the Emergency Medicine rotation.*” Be clear that you are writing the letter from your personal perspective as faculty at JABSOM.

Specific examples and facts to support your assessment of the individual should be provided, and your assessment should be based on available documentation and/or firsthand knowledge. Refrain from hyperbole or statements like, “*This is the best resident I have worked with,*” and any assertions should be capable of proof. Hearsay knowledge as well as unrelated personal information regarding the resident should be avoided, including medical information. Unrelated personal information includes protected class categories such as race, ethnicity, gender identity, religion, sexual orientation.

The letter should not be provided to the resident. There must be a consent to release information (Employer form) on file for all letters.

Guidelines specific for Program Directors

According to the current ACGME Common Program Requirements, the Program Director must provide a summative evaluation for each resident upon completion of the program (see Evaluation of Residents Policy for more information). As such, for residents applying to other residency or fellowship programs, the Program Director could send the summative evaluation rather than a letter of recommendation, and trainees should be advised to seek letters of recommendation from other faculty.

A Program Director could send a preliminary summative evaluation to date with a statement that a final summative will be provided upon the resident’s completion of the program. If a Program Director chooses to complete a letter of recommendation in addition to the summative evaluation, the Program Director must ensure that the contents are consistent with each other.

Employment verification such as dates of training or similar objective data relating to employment should be directed to Hawai’i Residency Programs.