

# Clarion University--Venango Campus

## Student Staff Reference Form

Applicant: Please check one of the boxes below before giving to your reference:

- THIS REFERENCE WILL REMAIN CONFIDENTIAL AND I WILL WAIVE MY RIGHT TO VIEW IT.
- THIS REFERENCE WILL NOT REMAIN CONFIDENTIAL AND I DO NOT WAIVE MY RIGHT TO VIEW IT.

Applicant Signature

Date

**Applicant's Name:**

**Position Applied for:** (Circle One)

Discovery Leader

Community Assistant

is applying for a Student Staff position in the Venango Campus Student Affairs. Individuals selected for these positions must possess good interpersonal skills, leadership potential, and a high degree of maturity. An effective Student Staff Member needs to show sensitivity towards others, have the ability and willingness to be open and honest and be able to respect the differences in individual values and lifestyles. It is also important that Student Staff are effective leaders with the ability to initiate, plan, and organize activities.

**PLEASE MAKE A CANDID EVALUATION OF THE CANDIDATE IN THE CATEGORIES INDICATED BELOW. BE AS SPECIFIC AS POSSIBLE WITH EXAMPLES AND OBSERVATIONS. Your comments will help provide a more detailed view of the candidate's skills and abilities.**

How long have you known the applicant and in what context?

Please evaluate the applicant on the listed dimensions using the following rating scale:

<b>(3)</b>	<b>(2)</b>	<b>(1)</b>	<b>(N/A)</b>
<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>No Basis for Judgment</b>

**COMMUNICATION SKILLS:**

**Please rate the candidate's ability to:**

- Adequately express him/herself \_\_\_\_\_
- Listen Well \_\_\_\_\_
- Communicate with a group \_\_\_\_\_
- Be assertive \_\_\_\_\_
- Relate to different types of people \_\_\_\_\_

Comments:

**LEADERSHIP QUALITIES:**

**Please rate the candidate's ability to:**

- Motivate people \_\_\_\_\_
- Organize activities \_\_\_\_\_
- Bring out new ideas \_\_\_\_\_
- Delegate responsibility \_\_\_\_\_
- Maintain a leadership role \_\_\_\_\_

Comments:

(3)  
Above Average

(2)  
Average

(1)  
Below Average

(N/A)  
No Basis for Judgment

**PERSONAL QUALITIES:**

Please rate the candidate's ability to:

- Be open and honest \_\_\_\_\_
- Adapt to different situations \_\_\_\_\_
- Be sensitive to others \_\_\_\_\_
- Be willing to learn \_\_\_\_\_
- Comments: \_\_\_\_\_

**ASSESSMENT OF RESPONSIBILITY:**

Please rate the candidate's ability to:

- Understand time commitments \_\_\_\_\_
- Be committed to job obligations \_\_\_\_\_
- Be responsible and mature \_\_\_\_\_
- Act as a role model \_\_\_\_\_
- Comments: \_\_\_\_\_

**SELF-AWARENESS:**

Please rate the candidate's ability to demonstrate:

- An awareness of their personal goals \_\_\_\_\_
- An awareness of personal strengths and weaknesses \_\_\_\_\_
- An awareness of the impact they have in groups \_\_\_\_\_
- Comments: \_\_\_\_\_

**Additional Comments:**

Please provide any additional comments about the candidate below.

In light of what you have written, please indicate your overall reaction to this person's candidacy for a Community Assistant position. (Please check one).

- Highly** Recommend
- Recommend

- Recommend **with Reservations**
- Would **Not** Recommend

Name of Reference:

Signature:

Title (if any):

Date:

**Please return this form to**

**Venango Campus Student Affairs  
 1801 W 1st Street  
 Room 117  
 Oil City, PA 16301  
 By 12:00PM Friday, February 17<sup>th</sup>, 2012**

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