Thank you for taking the time to complete and return this reference form. Your comments are instrumental in the staff selection process. You can type into the grey shaded boxes. Please return a completed form by February 12, 2017 to [reslife@dickinson.edu](mailto:reslife@dickinson.edu). Please submit using your email address, to confirm this form is coming from you as the evaluator.

|  |  |
| --- | --- |
| Candidate Name |  |
| Name of Evaluator |  |
| Relationship to Candidate |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **EVALUATION**  Please respond candidly to the following by clicking on the appropriate box to the right of each statement. By clicking on that box, a “x” will appear. | | | | | | | |
| 1- Below Average | 2-Average | 3- Above Average | NA-Not Observed | | | | |
| **SKILLS & INTEREST IN WORKING WITH PEOPLE 1 2 3 N/A** | | | | | | | |
| Shows sensitivity to others | | | |  |  |  |  |
| Is accepted, respected and liked by peers | | | |  |  |  |  |
| Is comfortable with others in informal setting | | | |  |  |  |  |
| Is able to work with others who come from different backgrounds (race, religion, gender) | | | |  |  |  |  |
| Others seek this individual out to talk to | | | |  |  |  |  |
| **SELF CONCEPT AND MOTIVATION 1 2 3 N/A** | | | | | | | |
| Is confident and comfortable with self | | | |  |  |  |  |
| Shows initiative to get things done | | | |  |  |  |  |
| Has good knowledge of self and skills | | | |  |  |  |  |
| Shows sincere interest in personal growth | | | |  |  |  |  |
| **DECISION MAKING SKILLS 1 2 3 N/A** | | | | | | | |
| Able to see all sides of an issue | | | |  |  |  |  |
| Skillful in making decisions | | | |  |  |  |  |
| Seeks help and accepts advice appropriately | | | |  |  |  |  |
| **COMMITMENT AND RESPONSIBILITY 1 2 3 N/A** | | | | | | | |
| Can take a stand on issues | | | |  |  |  |  |
| Behaves according to personal principles/beliefs | | | |  |  |  |  |
| Follows through on tasks and responsibilities | | | |  |  |  |  |
| Is a positive influence in the community | | | |  |  |  |  |
| Can listen to and acknowledge different perspectives on issues | | | |  |  |  |  |
| **COMMUNICATION SKILLS 1 2 3 N/A** | | | | | | | |
| Listens effectively | | | |  |  |  |  |
| Expresses self effectively | | | |  |  |  |  |
| Communicates feelings as well as ideas | | | |  |  |  |  |
| Shows insight into interpersonal situations | | | |  |  |  |  |
| Works well in a group setting | | | |  |  |  |  |
| **LEADERSHIP 1 2 3 N/A** | | | | | | | |
| Has the capacity to assume responsibility | | | |  |  |  |  |
| Organizes work well and uses effective time management skills | | | |  |  |  |  |
| Works effectively with others and helps them work effectively with each other | | | |  |  |  |  |
| Adapts to new or changing circumstances | | | |  |  |  |  |
| Uses creativity and is not stereotyped in thinking | | | |  |  |  |  |
| Recognizes the needs of people from differing populations and is willing and able to address those needs | | | |  |  |  |  |
| Do you have any additional comments regarding this individual’s candidacy for this position? | | | | | | | |
|  | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| In considering this person for a position of responsibility in Residence Life & Housing, I would: | | | |
|  | Recommend Highly |  | Recommend with Reservations |
|  | Recommend |  | Not Recommend |

|  |  |
| --- | --- |
|  |  |
| Type full name, as an electronic signature | Date |