

**Candidate's Name** (Please Print): \_\_\_\_\_  
Last First Middle

You have been chosen to be a reference for the above listed student who is applying for a Community Assistant (CA) position with Clarion University's Department of Residence Life Services.

**General Information** – please respond to the following:

Your Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

How long have you known the candidate? \_\_\_\_\_

What is your relationship to the candidate? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As a CA, the candidate will be living and working with approximately 50 students within the residence hall. The major responsibilities of the CA position include, but are not limited to the following: academic/personal advising and referral of students to campus and other informational resources; development of floor and hall community through various types of programming; support and guidance of hall and floor government; explanation and enforcement of university regulations and policies; liaison between students and university personnel; and accompanying administrative tasks.

Please complete the reverse side of this form promptly, citing your observation of the candidate's skills as specifically as possible. Additional comments are welcome.

Thank you for your time and assistance.

DIRECTIONS: Please use the following scale to evaluate the candidate's skills:

- X = No opportunity to observe
- 5 = Superior
- 4 = Good
- 3 = Average
- 2 = Below average but trainable
- 1 = Poor

Use the boxes on the right to make specific comments about the candidate's skills in each area.

Interpersonal Skills	X	5	4	3	2	1
Sensitivity to Others	X	5	4	3	2	1
Leadership Abilities	X	5	4	3	2	1
Motivational Skills	X	5	4	3	2	1
Teamwork	X	5	4	3	2	1
Conflict Resolution	X	5	4	3	2	1

Management Skills	X	5	4	3	2	1
Decision Making	X	5	4	3	2	1
Time Management	X	5	4	3	2	1
Study Skills	X	5	4	3	2	1
Problem Solving	X	5	4	3	2	1
Stress Management	X	5	4	3	2	1

Communication Skills	X	5	4	3	2	1
Written Expression	X	5	4	3	2	1
Verbal Expression	X	5	4	3	2	1
Creativity	X	5	4	3	2	1
Assertiveness	X	5	4	3	2	1
Listening Skills	X	5	4	3	2	1

Personal Traits	X	5	4	3	2	1
Self Confidence	X	5	4	3	2	1
Maturity	X	5	4	3	2	1
Professional Ethics	X	5	4	3	2	1
Sense of Responsibility	X	5	4	3	2	1
Potential for Growth	X	5	4	3	2	1

Would you recommend this applicant for a position which involves extensive residence hall work with other students?

Highly Recommend

Recommend with Reservation

Recommend

Do Not Recommend

Thank you for your time.

Please return this form as soon as possible to:

Office of Residence Life Services  
Clarion University of Pennsylvania  
218 Becht Hall  
Clarion, PA 16214

Or by email to [tspaulding@clarion.edu](mailto:tspaulding@clarion.edu)