

Applicant Reference Form
Office of Residential Life
Tennessee Technological University



APPLICANT

Complete the following information and forward this form to the person who is to provide the reference.

Applicant's Name: _____ Position Applying For: _____
Campus Address: _____ Phone: _____

The Family Education Rights and Privacy Act of 1974 provides access to educational records and permits the candidate the right to review and inspect this evaluation and to challenge its contents.

The Act also permits the candidate to waive his/her right to access to confidential statements obtained with respect to an application for employment, and the candidate may do so by signing the waiver below:

Applicant's Signature: _____ Date: _____

EVALUATOR

Evaluator Name: _____ Title: _____

The purpose of this form is to assist the Office of Residential Life in evaluating applicants for the position he/she is applying. Your candid evaluation of the applicant, based upon your experience and knowledge, will play an important part in our selection process.

Please return this form within five (5) days of receipt to:
Office of Residential Life
Tennessee Technological University
TTU Box 5016
Cookeville, TN 38505
Fax: 931 372 3772

EVALUATION

How well do you know the applicant? (circle one) Slightly Fairly Well Very Well

Under what circumstances do you know the applicant? _____

Considering other college students you know, please rate this applicant according to the following criteria. Circle the number you feel best describes the student. (Feel free to make comments in the space provided.)

5 = Top 10% (best) 4 = Top 25% 3 = Top 50% 2 = Below 50% 1 = Don't Know

5 4 3 2 1 Leadership: The ability to inspire others; to coordinate and lead activities; to facilitate group interaction.

Comment: _____

5 4 3 2 1 Organization: The ability to prioritize tasks and manage time wisely.

Comment: _____

5 4 3 2 1 Temperament: The ability to maintain a positive outlook and realistic perspective.

Comment: _____

Applicant's Name: _____ Position Applying For: _____

5 4 3 2 1 Initiative: How this person approaches new situations: self-motivation; ability to set and accomplish goals and need for supervision.

Comment: _____

5 4 3 2 1 Interpersonal Relationships: Attitude and ability to work with others; sincerity; flexibility; cooperation; the ability to work with a supervisor.

Comment: _____

5 4 3 2 1 Responsibility: The degree to which the applicant is dependable, prompt, accurate, and complete.

Comment: _____

5 4 3 2 1 Communication: The ability to grasp ideas; to read; speak and write effectively, to listen and convey understanding to others.

Comment: _____

5 4 3 2 1 Maturity: Common sense; self-awareness; judgment; integrity; ability to deal with a wide range of personalities.

Comment: _____

5 4 3 2 1 Emotional Stability: The direction and control of emotional response; general disposition; predictability.

Comment: _____

5 4 3 2 1 Social Stability: The applicant's ability to be sensitive and understanding of the feelings and reactions of others and the ability to make effective responses to them.

Comment: _____

Additional comments on the applicant's strengths and weaknesses and/or further explanation of things that might help the applicant:

Please indicate your reactions to this applicant's potential for success by circling one of the following responses:

Highly Recommend

Recommend

Recommend with
Reservations

Would Not Recommend

Evaluator's Signature: _____ Date: _____

Please return this form to the Office of Residential Life.
Thank you!