

VERA RICHARDSON TRUITT CENTER FOR RELIGIOUS AND SPIRITUAL LIFE
Student Program Coordinator Application
Academic Year 2009-2010
Reference Form

Name of Applicant: _____

Name of Reference: _____

How well do you know the applicant? Not very well Well Very well

Under what circumstances do you know the applicant? _____

How would you rate the candidate on each of the characteristics below? Please use the following scale:

	1	2	3	4	5	N/A			
	Poor	Fair	Average	Good	Excellent	no information			
Assertiveness				1	2	3	4	5	N/A
Creativity				1	2	3	4	5	N/A
Leadership				1	2	3	4	5	N/A
Listening Skills				1	2	3	4	5	N/A
Maturity				1	2	3	4	5	N/A
Open mindedness				1	2	3	4	5	N/A
Self awareness				1	2	3	4	5	N/A
Respect for others				1	2	3	4	5	N/A
Oral communication skills				1	2	3	4	5	N/A
Written communication skills				1	2	3	4	5	N/A
Dependability/reliability				1	2	3	4	5	N/A
Overall potential for growth				1	2	3	4	5	N/A
Team player/working with others				1	2	3	4	5	N/A
Initiative				1	2	3	4	5	N/A
Time Management				1	2	3	4	5	N/A
Role model for others				1	2	3	4	5	N/A
Professionalism				1	2	3	4	5	N/A

Taking all of the information that you provided into consideration, how would you recommend the candidate for a student Program Coordinator position?

_____ Highly recommend without reservation _____ Recommend with reservation
 _____ Recommend without reservation _____ Would not recommend

Please see reverse

Please provide us with any comments or concerns that you may have concerning the applicant especially focusing on particular strengths or limitations of the applicant. You may use the space below, or attach a separate sheet.

Printed Name_____ Position_____

Signature_____ Date_____

***Thank you for taking the time to complete this reference. Please return this form to:
The Truitt Center for Religious and Spiritual Life
2960 Campus Box (office located in house between tennis courts and RR tracks)
by 5:00 pm on Friday February 27, 2009***