



COMMUNITY ASSISTANT (CA) PROFESSIONAL REFERENCE FORM

West Campus ~ Bragaw Hall, Lee Hall & Sullivan Hall

Applicant Name: _____ Circle Building(s) Applying to: Bragaw Lee Sullivan

The Family Education Rights and Privacy Act of 1974 opens many student records for the student's inspection. The law also permits students to sign a waiver relinquishing their rights to inspect letters of recommendation. The applicant's signature below constitutes a waiver; no signature means that the student will have the right to read this reference, if so requested.

Signature of Applicant: _____ Date: _____

The Housing Department hires students for Community Assistant Positions for the Residence Hall Service Desks. Please help us identify the best possible candidates for these important positions. Based upon your interactions and your knowledge of this person's capabilities, please complete the following reference form. This form is to be completed by an individual whom can professionally attest to the applicant's work ethic, personality, and interpersonal communication skills. For example this form can be filled out by a previous employer/supervisor, Professor, Coach, Advisor, Faculty, Hall Director, or Staff Member. We sincerely appreciate your insight.

TO BE COMPLETED BY THE REFERENCE How long have you known this applicant? _____ years _____ months

Please indicate how you know this candidate: ___as a supervisor ___as a professor ___as a coach ___ other _____

How well do you know this applicant? ___very well ___fairly well ___slightly ___not very well

When completing this reference, please make an honest judgment of the qualities the applicant possesses by circling the appropriate for each statement. Thank you. A=Agree; D=Disagree; N=Not Observed

The Applicant:

Is approachable.	A	D	N
Can handle situations involving conflict.	A	D	N
Is responsible, dependable, prompt, and conscientious.	A	D	N
Accepts/utilizes constructive criticism.	A	D	N
Is capable of initiating interaction with other students.	A	D	N
Demonstrates an open minded attitude towards varying cultures, ethnicities, values, etc.	A	D	N
Is capable of communicating appropriately with others.	A	D	N
Takes initiative and demonstrates autonomy.	A	D	N
Has the ability to work with others, gets along with supervisor, peers and others.	A	D	N
The ability to express one's self openly and honestly while respecting the rights of others.	A	D	N
Has the ability to handle administrative tasks (accuracy, promptness, and thoroughness.)	A	D	N

Please list and describe the applicant's strengths. (For more space, feel free to use the reverse side of this paper.)

Please list and describe the applicant's areas of needed improvement.

Anything else you would like to add for our consideration of this applicant?

Based on my assessment of this applicant in regards to the contents of this form and my professional interaction, I...

___ Highly recommend this applicant ___ Recommend this applicant ___ Do not recommend this applicant

Signature: _____ Title: _____ Date: _____

Printed Name: _____ Telephone #: (____) _____ Email: _____

Please return this completed reference form directly to the hiring supervisor, Erica Cutchins, by emailing a scan of this signed form to ebcutchi@ncsu.edu or return the form to the applicant in a sealed envelope, with your signature on the back seal of the envelope. Thank you.