

Summer Conference Housing Program Reference Form

Applicant Information (to be completed by the Applicant)

Applicant's Name: _____

Position(s) Applying For: _____

Form Instructions

The applicant listed above has applied for a position with the Boston University Conference Services Summer Conference Housing Program. This reference form is an important part of our hiring process as it assists us in selecting qualified candidates. Please respond to as many of the items as you can based upon your knowledge of the applicant with information that is as accurate and candid as possible. The form should be returned to the applicant as soon as possible. We hire staff on a rolling basis, and applicants cannot begin the interview process until their reference forms have been completed.

The Summer Conference Housing Program at Boston University hosts more than 11,000 overnight guests each summer. Student staff work in various capacities providing guest services. Our staff plays an important role in our program. We appreciate your efforts in helping us hire staff that will present a positive image of Boston University.

Evaluator's Information

Name: _____

Position/Title: _____

Organization/Company: _____

Address: _____

Telephone Number: _____

E-mail Address: _____

May we contact you by telephone or e-mail if we need additional information on this applicant? YES NO

Relationship to the Applicant:

- Employer Faculty Teaching Assistant Academic Advisor
 Residence Hall Director Resident Assistant Other: _____

How long have you known the applicant? _____

	Very Well					Not At All
How well do you know the applicant?	5	4	3	2	1	
How confident are you in evaluating the applicant?	5	4	3	2	1	

Please continue on to page 2 for the rest of the evaluation. ►

Evaluation

Based upon your knowledge of the applicant, please evaluate this individual on the qualities listed below:

	Outstanding	Above Average	Average	Below Average	Unknown
Leadership	5	4	3	2	1
Dependability	5	4	3	2	1
Punctuality	5	4	3	2	1
Maturity	5	4	3	2	1
Organizational Skills	5	4	3	2	1
Attention to Detail	5	4	3	2	1
Neatness	5	4	3	2	1
Flexibility	5	4	3	2	1
Enthusiasm	5	4	3	2	1
Knowledge of Campus	5	4	3	2	1
Appearance	5	4	3	2	1
Motivation/Attitude	5	4	3	2	1
Communication Skills	5	4	3	2	1
Listening Skills	5	4	3	2	1
Overall Work Habits	5	4	3	2	1
Overall Evaluation	5	4	3	2	1

Please comment on any other qualifications or skills the applicant may possess that you would like to share:

Please comment on any reservations you may have concerning this applicant:

Signature: _____ **Date:** _____

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