



Oakes College Student Leader Reference Form

Note to Applicant: You are required to submit two reference forms for this position. If you are a current on-campus resident, one reference must come from a Neighborhood Assistant (NA) or Community Assistant (CA) and the other may come from a faculty/staff member or previous employer/supervisor. If you are an off-campus resident you must submit your two references from a faculty/staff member, a Neighborhood/Community Assistant, or previous employer/supervisor. You cannot have two references from the same category i.e. two from a faculty member. Please request that your reference person type this form or print in ink. Your reference person may attach additional pages if necessary. This form should be emailed by the referee, or referring person, to mandiec@ucsc.edu or faxed to Oakes College Student Life, c/o Mandie Carroll at 831-459-2478. Thank you.

**Reference Forms are Due:
Friday, January 20, 2017 at 4 PM**

Faculty/Staff _____ Employer/Supervisor _____ NA/CA _____
(Please indicate your status above)

Thank you for agreeing to complete a reference form about an NA or CA candidate.

- ☐ NA: Neighborhood Assistants work with students living in on-campus housing in a peer advising capacity. These student leaders assume responsibilities for educational, social, academic, and culturally inclusive programming in their living communities, as well as upholding the UCSC Student Code of Conduct, Oakes College policies, and resident safety.
- ☐ CA: Community Assistants play an integral role in building and fostering a sense of community among all Oakes students, including those in residence and off campus. They assume responsibilities for planning and implementing educational, social, and cultural events and programs for the entire Oakes Community.

Please give us your appraisal of the applicant in terms of the qualities listed below.

Candidate's Name _____

Qualities	Poor	Average	Excellent	Unable to Judge
Self Confidence				
Concern for Others				
Maturity				
Initiative				
Leadership Potential				
Dependability				
Communication Skills				
Ability to Work with Others				
Integrity and Ethical Behavior				
Ability to Give/Receive Constructive Feedback				
Ability to Work with Diverse Populations				
Ability to Manage Time Effectively				

Please make an honest judgment of the following qualities, skills, and abilities of this applicant as they relate to the NA or CA position. Please circle the number that most accurately represents the candidate's ability.

A good attitude and strong ability to work cooperatively with others, especially on team-based projects and/or the planning and executing of programs/events.

Strongly Agree		Neutral		Strongly Disagree
5	4	3	2	1

If the Candidate scored lower than a 3, please elaborate:

Strong ability to serve as a community leader and can role model outstanding behavior and decision-making skills.

Strongly Agree		Neutral		Strongly Disagree
5	4	3	2	1

If the Candidate scored lower than a 3, please elaborate:

Strong administrative abilities (i.e., organization, timeliness in completion of tasks, thoroughness, etc.)

Strongly Agree		Neutral		Strongly Disagree
5	4	3	2	1

If the Candidate scored lower than a 3, please elaborate:

Please feel free to add any additional comments you may have regarding the applicant's candidacy for a student leadership position.

I have known this candidate for _____ less than one year; _____ one to three years; _____ over three years.

I would... _____ recommend
_____ recommend with reservation
_____ not recommend
...this candidate for an NA/CA position.

Reference Information:

Print Name: _____

Signature and Date (N/A if being submitted by email): _____

Address: _____

Position Title: _____

Thank you for your time in completing this reference form.
Please email completed forms to mandiec@ucsc.edu or
fax forms to Oakes College Student Life, c/o Mandie Carroll at
831-459-2478

Reference Forms are due no later than Friday, January 20, 2017, at 4PM