

## 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 Caroll at 831-459-2478. Thank you.

## Reference Forms are Due: Friday, January 24, 2013 at 4 PM

Triday, January 24, 2013 at 4 FW					
Faculty/Staff (Please indicate your status abo		NA/CA			
Thank you for agreeing to co	mplete a reference form about an NA or CA	A candidate.			
These student leaders programming in their College policies, and CA: Community Assis Oakes students, inclu	esistants work with students living in on-can be assume responsibilities for educational, s living communities, as well as upholding the resident safety. Stants play an integral role in building and fo Iding those in residence and off campus. T Ind cultural programming for the entire Oake	social, academic, and culturally inclusive e UCSC Student Code of Conduct, Oakes ostering a sense of community among all They assume responsibilities for			
Please give us your appraisa	I of the applicant in terms of the qualities lis	sted 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				

NA/CA Reference Form Page 2 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 2 5 3 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 2 3 If the Candidate scored lower than a 3, please elaborate: Strong administrative abilities (i.e., organization, timeliness in completion of tasks, thoroughness, etc.) Strongly Disagree Strongly Agree Neutral 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):\_\_\_\_\_\_

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 Caroll at 831-459-2478

Position Title:

Reference Forms are due do later than Friday, January 24, 2014, at 4PM