



**SAN JOSÉ STATE UNIVERSITY HOUSING SERVICES
CONFERENCE SERVICES 2018**

SUMMER CONFERENCE ASSISTANT APPLICATION PACKET

SUMMER CONFERENCE STAFF REFERENCE FORM

Name of Applicant: _____
(Please Print)

The above named applicant retains right of access to this document unless she/he has signed the waiver, which follows:

I hereby waive any and all rights of access to this document which is to be included in my application file for Summer Conference Assistant. This waiver applies to the Family Educational Rights and Privacy Act of 1974, as amended and any other similar legislation. I understand that this document may not be used for any purpose other than evaluation of my qualifications for employment.

Date: _____ Applicant Signature
to waive right to access: _____

The above-named student has applied for a position on the 2018 Summer Conference staff at San José State University Housing Services and has listed you as a reference. **Please complete this form and return it in a sealed envelope to University Housing Services attn: Conference Coordinator, UHS – One Washington Square, San Jose, CA 95192-0133 or fax (408) 795-5678 no later than 5:00 pm (PST) on March 5, 2018.** Please comment on the capabilities of this individual based on your interactions. Thank you for your assistance in our selection process.

Name of Reference: _____ Title: _____

Institution or Business: _____

Relationship to applicant: _____

How long have you known the applicant? _____

I know this individual: Very Well Well Fairly Well Casually Not Well Enough to Rate

How confident are you in evaluating the applicant: Very Confident Somewhat Not at all



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Please rate the candidate in the following areas:	Superior	Average	Poor	No Basis
Ability to work in a group setting				
Ability to make a positive impression				
Communication skills				
Administrative skills				
Maturity				
Judgment and decision making				
Ability to manage emotions				
Ability to complete tasks				
Dependability				
Punctuality				
General Attitude				
Sensitivity to Diversity				
Ability to work without direct supervision				
Ability to respond to emergency situations				
Approachability				
Common Sense				
Overall				



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What would you consider to be the applicant's most significant strengths?

In what areas does this applicant exhibit the need for growth and additional training?

To what extent would you recommend this individual for this position?

Strongly Recommend Recommend with Reservation Do Not Recommend
Please briefly explain your assessment.

Please offer any additional comments you may have at this time. If more space is needed, please feel free to attach additional sheets.

Reference Signature: _____ Date: _____

**Comments on this form are confidential and used only by the interviewers.
Candidate retains right to read this if waiver on front is not signed.**