**Recommendation Form**

**Rice Housing and Dining**

**Summer Coordinator & Assistant**

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**Applicant Name**

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**TO THE REFERENCE PROVIDER:**

*The above named student has given your name as a reference in applying for a Summer Coordinators or Assistants position. Summer Coordinators & Assistants function in a variety of roles, including: planning and preparing for summer conference guests, welcoming new groups and answering any questions they may have, responding to crises, completing paperwork, serving on-call, providing services for guests at customer services desks, and working with various groups and committees. When completing this reference form, please keep in mind the above job responsibilities.*

Name of Reference

Title/Position

E-mail address

Phone

How long have you known the applicant?

Relationship to Applicant

*Please note that the reference provider cannot be a family member or fellow student.*

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**Part I.**

Please rate the individual using the following scale

<table>
<thead>
<tr>
<th>1 = Excellent</th>
<th>2 = Good</th>
<th>3 = Fair</th>
<th>4 = Needs Improvement</th>
<th>5 = Unsatisfactory</th>
<th>No Experience With Student In This Area</th>
</tr>
</thead>
</table>

**Leadership**

- Responsibility
- Organization/Time Management
- Decision Making

Comments:

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**Communication**

- Listening/Attentiveness
- Oral/Written Communication skills

Comments:

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**Personal Characteristics**

- Concern for Others
- Approachability
- Initiative

Comments:
Part II.

Please comment on the following five areas:

1. **Mediation:** Discuss the applicant’s ability to handle confrontation and conflict. If you have not had the opportunity to observe the student in this capacity, simply write N/A.

2. **Diversity:** Comment on the applicant’s openness to diverse populations. If you have not had the opportunity to observe the student in this capacity, simply write N/A.

3. **Motivation:** Discuss how this applicant is motivated, and how they motivate others. If you have not had the opportunity to observe the student in this capacity, simply write N/A.

4. **Maturity:** Comment on the applicant’s maturity level. If you have not had the opportunity to observe the student in this capacity, simply write N/A.

5. **Challenges:** Identify at least one challenge the applicant may face in this position. If you have not had the opportunity to observe the student in this capacity, simply write N/A.

Based on your knowledge of the applicant, please indicate your overall recommendation of this person:

- [ ] Recommend Highly
- [ ] Recommend
- [ ] Do Not Recommend
- [ ] Recommend with Reservations

Comments:

Reference Signature ___________________________ Date ___________________________

*Please return the completed form to the applicant in a sealed envelope with your signature over the seal. Please do not send directly to the Housing and Dining Office.*