



# Recommendation Form

## Rice Housing and Dining Summer Coordinator & Assistant

Applicant Name \_\_\_\_\_

**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.*

### Part I.

Please rate the individual using the following scale

1 = Excellent    2 = Good    3 = Fair    4 = Needs Improvement    5 = Unsatisfactory

Leadership	1	2	3	4	5	No Experience With Student In This Area
Responsibility						
Organization/Time Management						
Decision Making						
Comments:						
Communication	1	2	3	4	5	No Experience With Student In This Area
Listening/Attentiveness						
Oral/Written Communication skills						
Comments:						
Personal Characteristics	1	2	3	4	5	No Experience With Student In This Area
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.*