

Wright State University Community Advisor Reference Form

Candidate Name (printed):

The above named candidate is seeking a position as a Community Advisor (CA) at Wright State University. CA's are expected to facilitate an environment that lends itself to civility, open communication and academic excellence; while incorporating a healthy quality of living. CA's will be required to work both autonomously and in team settings, addressing issues and concerns of their residents, mediate conflict situations, ensure that university policies are being upheld and to have the maturity to appreciate diversity and multiculturalism. Please express how you feel the candidate would perform in such a position in the sections provided below.

Reference Information	Name:		
	Printed:	Signature:	
	Phone:	E-mail:	
	Position/Title:		

How long and in what capacity have you known the candidate?

Please evaluate the candidate using the rating system below:

- A - Exceptional (consistently exceeds expectations)
- B - Above average (often exceeds expectations)
- C - Average (meets expectations)
- D - Fair (barely meets expectations)
- E - Poor (fails to meet expectations)

- ___ Able to develop positive relationships with others
- ___ Able to follow or accept direction cheerfully and accurately
- ___ Role modeling (sets good examples for others)
- ___ Shows concern for others (empathetic, non-judgmental)
- ___ Displays ambition (energy level, creativity, take on challenges)
- ___ Able to communicate (direct, effective, articulate)
- ___ Self-awareness (honesty, integrity, accepting of criticism)
- ___ Ability to cooperate (attitude, social adjustment, team player)
- ___ Displays initiative (takes on extra assignments, aims for new levels of achievement)
- ___ Ability for effective leadership (able to lead teams, hold positions of greater responsibility)
- ___ Commitment to diversity awareness/oppression reduction
- ___ Dependability (attendance, gaining trust of others)

Please circle the five characteristics listed below that are most applicable to this candidate:

Honest	Open-minded	High level of initiative
Solution Oriented	Willing to Learn	Committed to diversity
Dependable	Dedicated	Organized
Mature	Creative	Strong Leader
Excellent Communication Skills	Good Critical Thinking Skills	Resourceful
Autonomous	Excellent Administrative Skills	Cooperative
Flexible	Professional	Observant
Able to accept constructive feedback	Hard Worker	Resourceful

Are there any concerns you wish to express about the candidate?

Please make your overall recommendations of the candidate below:

- I would strongly recommend this candidate.
- I would recommend this candidate.
- I would recommend this candidate with reservations.
- At this time, I would not recommend this candidate.

Thank you for completing this form. Your input will be helpful in our CA selection process.

Please return this form to: Associate Director for Residence Life
Wright State University
Office of Residence Services
3640 Colonel Glenn Highway
Dayton, Ohio 45435

Reference Forms Must Be Received by January 23, 2008. Forms may be faxed to (937) 775-4572 to meet the deadline; however, we would still like to receive the original copy of the signed reference form.