

Division of Student Affairs ♦ University of Wisconsin-River Falls
REFERENCE FORM

TO BE COMPLETED BY THE CANDIDATE: NAME: _____ **ID NUMBER: W** _____

We encourage you to submit one reference from a current or past Student Affairs professional or student staff member (i.e. StuCrew Desk Assistant, RA, HM, Building Manager, Rec Manager, Area Coord, Event Coord, .etc.)

The Family Educational Rights and Privacy Act of 1974 opens many student records for your inspection. The law also permits you to waive your right to inspect letters of recommendation.

(Optional) I hereby waive my right to inspect and review the reference form. I understand that this form will only be used in the Recruitment and Selection Process.

Candidate Signature: _____ *Date:* _____

Below are lists of the positions available. Please check the positions for which you are applying, up to two Manager and two Staff positions. Detailed position descriptions are available in the Involvement Center and online at www.sa.uwrf.edu.

References for Manager Positions in this box are due February 15, 2008

- Area Desk Manager
- Hall Manager
- Recreation Manager
- University Center Manager
- Event Manager
- Graphics Arts Manager
- Leadership and Service: Destination Manager
- Leadership and Service: Building Tomorrow Manager
- Leadership and Service: Consultant
- Leadership and Service: Marketing Manager

References for Staff positions in this box are due February 15, 2008

- Desk Assistant-Residence Halls
- Graphic Arts Assistant
- Recreation Staff
- Resident Assistant
- University Center -Desk Assistant
- University Center -Custodian
- Campus Reservations
- Production Services/ Event Staff

Thank you for taking the time to share your thoughts.

Manager and Staff position descriptions are available online at www.sa.uwrf.edu

Please ONLY use this form to make comments as a reference.**

Name of Reference: _____ **Title/Position:** _____

Relationship to candidate: Faculty Supervisor Other: _____

Reference Address: _____

Phone Number: _____ **Signature:** _____ **Date:** _____

REFERENCE RATING SCALE

N/A = Have Not Observed 1 = Unsatisfactory 2 = Needs Improvement 3 = Satisfactory 4 = Above Average 5 = Excellent

Professionalism (Administrative, Attitude, Customer Service, Flexibility, Teamwork)	N/A	1	2	3	4	5
Comments:						
Communication (Interaction, Assertiveness, Listening, Verbal Communication, Addressing a Group)	N/A	1	2	3	4	5
Comments:						
Personal Organization (Balance, Multitasking, Organizational Skills, Time Management)	N/A	1	2	3	4	5
Comments:						
Personal Characteristics (Concern for Others, Enthusiasm, Approachability)	N/A	1	2	3	4	5
Comments:						
Multiple Perspectives (Active Citizenship, Globally-minded, Appreciation of Difference)	N/A	1	2	3	4	5
Comments:						

I Strongly Recommend Recommend Do Not Recommend this candidate for the _____ Position.
Additional Comments:

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Additional Comments:

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Additional Comments:

***Please return to: Recruitment & Selection Committee, Involvement Center, 410 S. 3rd St, River Falls, WI 54022
 by February 15, 2008.***