

**ALLEGHENY COLLEGE OFFICE OF RESIDENCE LIFE
COMMUNITY ADVISOR REFERENCE FORM
2009-2010 ACADEMIC YEAR**

Two (2) reference forms must be returned with the completed Community Advisor application by, January 16, 2009 at 5 PM. The applicant's current Resident Director or most current/recent supervisor must complete one form. The second should be completed by any professional reference of the applicant's choice.

All information in the box is to be completed by the candidate prior to turning it in to the reference. Please print or type.

Candidate Name:	ID#
Campus Box #:	Local Phone:
<input type="checkbox"/> I waive my right to review this form after its completion.	
<input type="checkbox"/> I do not waive my right to review this form after its completion.	
Candidate's Signature:	

The person listed above has applied for a position as a Community Advisor (CA) on the Allegheny College campus for the 2009-2010 academic year.

- The CA is a person who has been selected and trained to assist students in their adjustment and integration into residence hall living. The CA is responsible for many different tasks, some of which include the supervision of programming efforts of Resident Advisors, creating and maintaining community in an entire residence hall, peer counseling, and supervision of Resident Advisor staff. CAs should possess maturity and the ability to balance their academic lives as well as their non-academic activities.

How long have you known the applicant?

In what capacity have you known the applicant?

Please indicate on the scale below, your assessment of the candidate's performance and abilities.

1 = No basis to judge 2 = Below average 3 = Average 4 = Above average 5 = Excellent

Characteristics	1	2	3	4	5
Ability to work with others					
Acceptance of cultural and lifestyle differences					
Administrative Ability					
Approachability					
Assertiveness					
Attention to detail					
Communication (self-expression, listening skills)					
Conflict management					
Cooperativeness					
Creativity					
Decision making					
Dependability					
Emotional stability (disposition, personal adjustment)					
Flexibility					
Follow through					
Initiative					
Integrity					
Leadership					
Maturity					
Patience					
Planning and organization					
Self-confidence					
Timeliness					

Office Use

Describe the applicant's interpersonal skills (approachability, listening skills, ability to articulate ideas).

Describe the applicant's leadership abilities, skills or potential for leadership.

Discuss the applicant's maturity, awareness of self and others. *(Please include a discussion of the applicant's time management skills.)*

Discuss the applicant's effectiveness. *Consider the applicant's attitude and ability to work with others in planning. Address how the applicant gets along with others, particularly in group settings. Discuss responses to suggestions or criticism and the ease and vigor with which the applicant approaches a new situation and completes a task.*

Considering the candidate overall, please comment on the candidate's strengths and weaknesses.

Based on your evaluation, please state your overall evaluation of the applicant for the Community Advisor position.

- Highly recommend (Recommend the applicant without reservation)
- Recommend (Candidate has shown skills & abilities in accordance with the position)
- Recommend with reservation (Applicant has potential but may require further development)
- Unsure about recommendation (Do not have enough information on the applicant to make an overall recommendation)
- Do not recommend (Applicant does not have the required skills to adequately complete the job)

Signature: _____ **Date:** _____

Printed Name: _____ **Position/Title:** _____

Address: _____ **E-mail Address:** _____

Phone: _____