The University of Memphis Department of Residence Life

REFERENCE FORM FOR:_______________________________________

The candidate is applying for the position of Summer Conference Assistant with the Department of Residence Life & Dining Services. Responsibilities will include customer service, supervising desk activities, responding to emergencies, and checking guests in and out of the facilities. Please complete this form as soon as possible and return it to the address below. Thank you.

1. What is applicant’s attitude toward working with others?
   ___ Too individualistic; not a team worker ___ Can work with others ___ Works well with others

2. Does applicant work conscientiously?
   ___ Avoids responsibility, sometimes ___ Works well if supervised ___ Seeks additional responsibility

3. Is applicant emotionally controlled?
   ___ Handles disappointment poorly ___ Usually well controlled ___ At ease even in difficulty

4. Is applicant tolerant of different types of individuals?
   ___ Intolerant of those with different lifestyles ___ Tolerant of different groups or individuals ___ Actively works to improve intergroup relations

5. Does applicant demonstrate leadership abilities?
   ___ Follows majority, has to be guided ___ Shows some self-reliance and initiative ___ Motivates others and is respected by peers

6. Is applicant sensitive to others needs?
   ___ Often not aware of the feelings of others ___ Not always able to respond effectively to others needs ___ Especially sensitive and responsive to others

7. Does applicant adjust easily?
   ___ Rigid; resists change ___ Experiences some adjustment problems, adjust with time ___ Adjust to new situations and to change quickly

8. Does applicant have a good self-concept?
   ___ Often doubts own capabilities ___ Seems aware of his/her own capabilities ___ Very self-assured

9. Does applicant express himself/herself clearly?
   ___ Expresses thoughts poorly, is often misunderstood ___ Conveys ideas, but does so awkwardly ___ Conveys ideas clearly and effectively

Recommendation:
   ___ Do not Recommend ___ Recommend with Reservations ___ Recommend ___ Highly Recommend

Comments:

Name:     Signature:_______________________________________

Title: ___________________ Phone: ___________________ Date: ___________________

Please return to: 175 Centennial Place, Memphis TN 38152
by February 15, 2017 by 4:30 pm
Fax: (901) 678- 5219