

# 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 or racial backgrounds      ☐ 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:

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return to: 175 Centennial Place, Memphis TN 38152  
by February 15, 2018 by 4:30 pm  
Fax: (901) 678- 5219**