



Residential Advisor Position CONFIDENTIAL PERSONAL REFERENCE

_____ has applied for a position with **Upward Bound**
(Applicant's name)

and has given your name as a reference. Applicants recruited for Upward Bound will participate in specialized training and will serve as residential staff during Summer Quarter. The Upward Bound Summer Program employs Residential Advisors who are responsible for advising and tutoring approximately 50-70 low-income junior and senior high school students. Upward Bound is a federally funded, college prep program that motivates and academically supports students who are interested in going to college.

I have known this candidate for: ___ less than 1 year ___ 1-3 years ___ over 3 years

I ___ highly recommend ___ recommend ___ recommend w/reservation ___ do not recommend

 this applicant for the Upward Bound position.

Please give us your appraisal of the applicant in terms of the qualities listed below:

Qualities:	Poor	Average	Excellent	Outstanding	Comments:
<i>Self Confidence</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Oral/Written Communication Skills</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Maturity</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Initiative</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Leadership Potential</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Dependability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Academic Standing</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Ability to Work with Others</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	<i>Sense of Humor</i>				Comments: _____
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Qualities:	Poor	Average	Excellent	Outstanding	Comments: _____
	<i>Integrity</i>				_____
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comments: _____
	<i>Ability to Give & Receive Constructive Feedback</i>				_____
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comments: _____
	<i>Organizational/Managerial Skills</i>				_____
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Please comment on this application's qualifications & abilities for the Residential Advisor position. Please use additional sheet if you so desire.

=====

Reference Information

_____ (Print Name) _____ (Signature)

_____ (Address)

Phone _____ email _____

Please submit letter of reference by:
March 30, 2012 5:00p.m.
Upward Bound
Cal Poly State University
Student Academic Services (Hillcrest, Bldg. #81)
San Luis Obispo, CA 93407
756-2301



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<i>Initiative</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Leadership Potential</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Dependability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Academic Standing</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Ability to Work with Others</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	<i>Sense of Humor</i>				Comments: _____
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Qualities:	Poor	Average	Excellent	Outstanding	Comments: _____
	<i>Integrity</i>				_____
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comments: _____
	<i>Ability to Give & Receive Constructive Feedback</i>				_____
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comments: _____
	<i>Organizational/Managerial Skills</i>				_____
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