



## Resident Director 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 one Resident Supervisor to supervise a staff of 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:
Self Confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Oral/Written Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Leadership Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Academic Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ability to Work with Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Sense of Humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comments: _____
<b>Qualities:</b>	<b>Poor</b>	<b>Average</b>	<b>Excellent</b>	<b>Outstanding</b>	_____
<i>Integrity</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comments: _____
<i>Ability to Give &amp; 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"/>	Comments: _____

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

=====

**Reference Information**

\_\_\_\_\_ (Print Name) \_\_\_\_\_ (Signature)

\_\_\_\_\_ (Address)

Phone \_\_\_\_\_ email \_\_\_\_\_

**Please submit letter of reference by:  
 March 2, 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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Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Academic Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ability to Work with Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Sense of Humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comments: _____
<b>Qualities:</b>	<b>Poor</b>	<b>Average</b>	<b>Excellent</b>	<b>Outstanding</b>	_____
<i>Integrity</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comments: _____
<i>Ability to Give &amp; 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"/>	Comments: _____

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