

Recommendation Form
Department of Residence Life and Housing
College of Charleston

This student is applying for a position within the Department of Residence Life and Housing. As an employee, this student will be called on to perform administrative tasks, enforce policies, and work with a team to successfully manage a residence hall. These positions require a person with maturity, flexibility and solid communication skills. Consider these criteria while completing this form to aid our evaluation of the candidate. **Please complete this form confidentially and return it to the applicant in a sealed envelope for their application packet.**

Candidate's Name: _____ Position Applying For: _____

Your Name: _____ Phone: _____

Your Relationship to Candidate: Residence Life and Housing Staff Faculty/Staff Employer

Please respond to the strengths and opportunities for improvement for each quality listed. If you have not had the opportunity to observe the quality, please indicate this also.

	Excellent	Average	Poor		
1. Personal Skills and Traits (i.e. honesty, tolerance and appreciation of diversity, patience, sensitivity to others, level of commitment, and self-confidence) Comments:	5	4	3	2	1
2. Judgement (i.e. how well candidate makes decisions when faced with difficult situations) Comments:	5	4	3	2	1
3. Responsibility and Maturity (i.e. dependability, role modeling, and consistency) Comments:	5	4	3	2	1
4. Teamwork/Group Interaction (i.e. effectiveness as a group leader/member, style of influence, and dealing with conflict) Comments:	5	4	3	2	1
5. Leadership (i.e. organizational skills, ability to motivate others, innovativeness, judgment, and flexibility) Comments:	5	4	3	2	1
6. Communication (i.e. ability to express verbally and in writing, assertiveness, and willingness to listen) Comments:	5	4	3	2	1

Please check the appropriate option:

I would highly recommend this candidate I would recommend this candidate I would not recommend this candidate