

**St. Cloud State University - Office of Residential Life
Reference Form for Community Advisor Position**

To be completed by the Community Advisor applicant:

CA Applicant's Name: _____

Address: _____ Phone: _____

I waive the right to see this recommendation (please check one): Yes _____ No _____

Note: By waiving the right to see this recommendation, you will not be allowed to view it once it is completed. Sometimes this creates a more honest and accurate recommendation from the reference.

Applicant's Signature: _____

To be completed by the reference:

The student named above is in the process of applying for a position as a Community Advisor (CA) for the Department of Residential Life at St. Cloud State University. The Community Advisor is a paraprofessional who resides on campus and works closely with residents in establishing and maintaining community living standards. A CA must be mature, responsible, creative and able to relate to people from a wide variety of backgrounds. Please rate this applicant for each of the characteristics indicated below. Your candid responses will help us to better evaluate the applicant's potential to become a successful CA. Any additional comments you have will be helpful. Thank you.

Name: _____ **Phone:** _____ **Email:** _____

Position/Title: _____ **Department/Company/ Organization/etc.** _____

How long and in what capacity have you known the applicant? _____

How well do you know this applicant? *(Please check one)*

- General acquaintance Know fairly well Know very well

For the CA position would you: *(Please check one)*

- Highly recommend Recommend w/ Reservations
 Recommend Do Not Recommend

Please rate the applicant on a scale of 1 – 5 in the following areas *(NB = No Basis, 1 = low level, 5 = high level)*

Maturity/Responsibility: Consider the applicant's reliability, promptness, accuracy, conscientiousness & ability to deal effectively with peers, even in difficult situations, and the confidence to make judgments and decisions independent of peer pressure. **NB** **1** **2** **3** **4** **5**

Comments:

Communication Skills: Consider the applicant's ability to grasp new ideas, listen attentively to others, and convey ideas to others. **NB** **1** **2** **3** **4** **5**

Comments:

Leadership/Initiative: Consider the applicant's ability to organize and motivate others, to take charge of situations that need to be resolved, to handle authority without abusing it, and to recognize areas needing attention and ability to act on them.

NB **1** **2** **3** **4** **5**

Comments:

Interpersonal Skills/Teamwork: Consider the applicant's tolerance, flexibility, and ability to work with others (community members as well as faculty and staff), their ability to work within a team, including roles they play within a group setting, and how they create or contribute to a collaborative effort.

NB **1** **2** **3** **4** **5**

Comments:

Sensitivity/Appreciation of Diversity: Consider the applicant's understanding of the feelings of others, willingness to listen to opposing points of view, handling of confidential matters, their own personal emotional adjustments, awareness and understanding of issues of diversity, respect for others and ability to interact effectively with peers about controversial or sensitive topics.

NB **1** **2** **3** **4** **5**

Comments:

Additional Comments:

Are you willing to be contacted should further information be necessary?

Yes

No

Reference's Signature _____

Date _____

Please return this form to:

**The Department of Residential Life
Ervin House
St. Cloud State University
720 Fourth Avenue South
St. Cloud, Minnesota 56301-4498**

**Phone: 320-308-2166
Email: reslife@stcloudstate.edu
Fax: (320) 308-5505**