

Student Success Center

Academic Reference Form

Reference Name: _____

Title/Department: _____

Telephone #: _____

Email: _____

_____ is applying for a position tutoring in _____ in the Student Success Center. The Success Center is committed to providing academic support services to aid students in reaching their personal academic goals and succeeding in the college environment. We would appreciate your assistance in completing this reference form as candidly as possible.

How long and in what capacity have you known the applicant? Please explain.

Please rate the following items: 1-Not Observed 2 -Poor 3-Fair 4-Good 5-Excellent

1)	Desire to relate to people			9)	Competency in organizing and completing tasks	
2)	Initial impression he/she makes on others			10)	Ability to work in groups	
3)	Awareness and involvement in subject matter			11)	Ability to work one-on-one with individuals	
4)	Class performance			12)	Ability to diffuse unpleasant situations	
5)	Sense of responsibility			13)	Ability to relate to authority	
6)	Willingness to help others			14)	Ability to think critically	
7)	Ability to communicate effectively			15)	Ability to solve problems	

Please check one:

_____ I recommend the applicant without reservation.

_____ I have substantial doubts about the applicant's ability to be an effective employee at the Student Success Center.

_____ I recommend the applicant but have these reservations:

Additional Comments:

Signature _____

Date _____