



SECTION 1. To be completed by the applicant prior to submission to reference.

Name of Applicant: _____

(Last)

(First)

(MI)

Check one response:

_____ **I forfeit my right to see this completed reference form.**

_____ **I retain my right to see this completed reference form.**

(Applicant's signature)

(Date)

Name of Reference:

Reference Phone:

Position/Title:

Reference Email:

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

The person listed above is applying for a position as an Academic Success Mentor (ASM) with the Office of Housing, Residential Living, and Dining. ASMs are required to maintain a minimum cumulative GPA of 2.75, demonstrate proven leadership skills and establish/maintain interpersonal relationships. In this position, the candidate will mentor new and returning students and assist them as they navigate their academic and social experiences at IUP. They will be expected to communicate well with students, staff, and faculty members, and possess the ability and knowledge to make appropriate referrals university offices. Academic Success Mentors must be able to work with a diverse group of peers within the residence halls and develop engaging programs to meet the needs of their student s.

Based on your experiences with this candidate, we would appreciate you completing this form by providing us your honest feedback to the questions. Your written comments are valuable in our evaluation process as we fully assess the abilities and potential for growth of the candidate.

Please return this form at your earliest convenience but **no later than 4:30pm on Friday, November 20, 2015:**

Dr. Malaika Turner, Assistant Director for Residential Living
Office of Housing, Residential Living, and Dining
G-37 Ruddock Hall
(724) 357-2696
mmturn@iup.edu

Indiana University of Pennsylvania is committed to equal opportunity and affirmative action for its students, employees and applicants. The University is committed to providing equal educational and employment rights to all persons without regard to race, color, sex, religion, national origin, age, disability, sexual orientation, or veteran's status. Each member of the university community has a right to study and work in an environment free from any form of racial, ethnic, and sexual discrimination. In accordance with federal and state laws, the university will not tolerate racial or ethnic discrimination or discrimination on the basis of disability.



SECTION 2. To be completed by the reference.

Instructions: Please evaluate the applicant on each of the skills and characteristics listed below. Use the following criteria as a guideline for your ratings

5 - Excellent

4 - Above Average

3 - Average

2 - Below Average

1 - Not acceptable

NA - Not applicable. Unable to accurately assess.

- | | | |
|---|---|--|
| <input type="checkbox"/> Receives feedback positively | <input type="checkbox"/> Approachable | <input type="checkbox"/> Cooperative/Team member |
| <input type="checkbox"/> Creativity | <input type="checkbox"/> Strong written communication | <input type="checkbox"/> Respects others |
| <input type="checkbox"/> Effective Verbal communication | <input type="checkbox"/> Good listening skills | <input type="checkbox"/> Shows Academic Initiative |
| <input type="checkbox"/> Reliable/Dependable | <input type="checkbox"/> Responsibility | <input type="checkbox"/> Work independently |
| | <input type="checkbox"/> Helping skills | |

Please add any additional comments you feel will assist in evaluating this applicant:

WOULD YOU RECOMMEND THIS PERSON FOR A POSITION AS AN ACADEMIC SUCCESS MENTOR?

Yes-without Reservations

Yes, with Reservations

No

REFERENCE SIGNATURE: _____

DATE: _____