Form of Recommendation

Directions to the Applicant

Type your name in the space provided. This form should be given to the **professional staff, faculty, or previous employer** who has agreed to fill out a form of recommendation for you. At least one of your forms must be from the NGCSU community. **Residence Life Staff, including RAs MAY NOT submit a recommendation form on your behalf.**

Applicant's Name

_____

Directions to the Reference

Please fill out the form below with as much information as possible. These forms assist us in deciding which candidate(s) we should hire for the 2012-2013 academic year. Forms are due by 5:00pm on Friday, February 10th to the Office of Residence Life, 361 Stewart Center, Dahlonega, GA 30597. *Reference forms are kept confidential are not available for candidates to view.*

Please rank 1-5 (1=low, 5=high) regarding how you feel this applicant ranks in each area. If you have not observed a given characteristic in the applicant, then please mark N/A:

Compassion	Reliable	Social	Multi-tasking
Confrontation	Organization	Listening	Confidence
Time Management	Creativity	Leadership	Integrity
Timeliness	Ability to follow-through	Availability	Able to prioritize

1.Of the following characteristics, which do you consider to be the top 3 that best describe the applicant?

Trustworthy Energetic Approachable Introverted Shy Focused

Studious Creative Adaptable Team Oriented Assertive Honest

Extroverted Multi- Tasker Friendly

2.What are the areas of concern you have observed in regards to this applicant?

3.Overall, the candidate: ☐Below Average ☐Average ☐Above Average ☐Outstanding

Signature_____ **Date** _____

Title / Position _____ **Phone #** _____

****Please feel free to attach any additional comments****