

# CAREER SERVICES STUDENT EMPLOYMENT REFERENCE FORM



\_\_\_\_\_ has applied to be the \_\_\_\_\_ in the Office of Career Services at Azusa Pacific University for the \_\_\_\_\_ school year. Through this experience, students will have an opportunity to develop their leadership skills, learn to work in a professional environment, and work in a team setting. Your open, honest responses to the items below will help us to make the difficult decisions ahead of us.

<p><b>I hereby waive my right to access this reference form once it has been completed.</b></p> <p>_____</p> <p>Applicant's signature</p> <p><i>This reference form can be kept confidential only if the applicant has signed the waiver above.</i></p>	<p>Please complete this reference form and return to:</p> <p style="text-align: center;"><b>Azusa Pacific University Office of Career Services 901 E. Alostia Ave Azusa, CA 91702</b></p>
<p><b>How well do you know the applicant?</b>                      Slightly                      Fairly well                      Very well</p> <p><b>How long and under what circumstances have you known the applicant?</b></p>	

**Please rate the applicant according to the following criteria:**

**5 – excellent    4 – above average    3 – average    2 – below average    1 – not applicable**

<b>LEADERSHIP</b>	The ability to inspire others; to coordinate and lead activities; to facilitate group interaction	5	4	3	2	1
Comments:						

<b>CHRISTIAN COMMITMENT</b>	Expresses and demonstrates a commitment to Christ and development of his or her faith	5	4	3	2	1
Comments:						

<b>ORGANIZATION</b>	Ability to prioritize tasks, handle a variety of tasks, and manage time well	5	4	3	2	1
Comments:						

<b>TEMPERMENT</b>	Ability to maintain a positive outlook and realistic perspective; enthusiasm and energy	5	4	3	2	1
Comments:						

<b>INITIATIVE</b>	Approach to new situations; self-motivation, ability to set and accomplish goals	5	4	3	2	1
Comments:						

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<b>RESPONSIBILITY</b>	Degree to which applicant is dependable, prompt and accurate	5	4	3	2	1
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Comments: \_\_\_\_\_

<b>PROBLEM SOLVING</b>	Ability to creatively find and implement solutions to a variety of problems	5	4	3	2	1
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Comments: \_\_\_\_\_

<b>TEAM WORK</b>	Ability to function in a team relationship	5	4	3	2	1
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Comments: \_\_\_\_\_

<b>COMMUNICATION</b>	Ability to present thought with clarity, and listen and convey understanding	5	4	3	2	1
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Comments: \_\_\_\_\_

<b>MATURITY</b>	Common sense, self-awareness, integrity, ability to deal with wide range of personalities	5	4	3	2	1
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Comments: \_\_\_\_\_

**Please list three strengths you have seen in the applicant and how the applicant utilizes these strengths:**

**Please list three areas of improvement you have seen in the applicant and how the applicant has worked to improve these areas:**

**Please indicate your overall recommendation for this candidate:**

Highly Recommend      Recommend      Recommend w/ Reservation      Do Not Recommend

**Reasons:**

Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

**Thank you for taking the time to complete this reference form.**