

Community Assistant Graduate and Family Housing
CANDIDATE RECOMMENDATION

Candidate's Name:

I request that _____ complete this form as a reference in support of my candidacy for the Community Assistant position.

Under the provision of the Family Educational Rights and Privacy Act: (check one)

_____ I have retained my right of access to this reference. (Candidate will have access to this form.)

_____ I have waived my right of access to this reference. (Candidate will not have access to this form.)

Candidate's Signature: _____ Date _____

*Form can be filled out by a professor, UF staff member, advisor, current or former employer, or **anyone who can provide a reliable description of your abilities.**

Community Assistants function in a variety of roles, including planning and implementing community development programs, creating a cohesive atmosphere within their residential community, enforcing university regulations, documenting resident behavior, assisting in Village administration, serving as resources and/or referral agents for residents living in the Villages, and establishing a positive interactive relationship with residents in the Village. The diverse constituencies and roles require a mature person with genuine commitment. To aid us in our selection of appropriate person, please complete the following recommendation. Thank you.

In answering the following questions, please cite specific examples whenever possible. If you haven't had the opportunity to observe the candidate please indicate as such.

1. Please indicate how well you know this person and in what capacity.
2. Would you describe this candidate as a reliable and responsible individual? In what ways have you observed this?
3. Have you observed this candidate's reaction to pressure or frustration? Please comment on his/her ability to deal with difficult and demanding situations.
4. What do you see as this candidate's strengths and limitations?
5. Is this candidate a type of person with whom others would be willing to share their personal concerns? Is he/she a person others tend to respect?

6. What is your overall impression of this person? In your opinion, what is this person's likelihood for success as an Community Assistant? Comments:

Please place a check mark under the rating which pertains for each item. Your candid observations and comments will be greatly appreciated.

	Outstanding	Good	Average	Below Average	No Observation
Interaction/Cooperation with peers					
Integrity/Honesty/Sincerity					
Emotional Stability					
Attitude/Openness to new ideas					
Responsibility/Dependability					
Organizational skills/Punctuality					
Patience and Maturity					
Role Model					
Assertiveness/Initiative					
Flexibility/Adaptability					

Please circle any of the below words that you have witnessed this candidate exhibit:

- | | | | | | | |
|-----------------|-------------------|--------------|---------|----------|-----------|---------------|
| Team player | Flexible | Reliable | Ethical | Friendly | Outgoing | Welcoming |
| Inclusive | Dedicated | Communicator | Helpful | Selfless | Counselor | Knowledgeable |
| Detail-Oriented | Follows direction | | | | | |

After reading the brief position description would you recommend this individual for a Community Assistant position?

_____ Recommend _____ Recommend With Reservations _____ Would Not Recommend

Additional Comments:

Signature: _____

Date: _____

Name: _____

Phone: _____

Address: _____

Position/Title: _____

This recommendation may be returned by mail, in person, or by fax (please send original in mail) ASAP to:
 Thomas Germain
 Department of Housing and Residence Education
 P.O. Box 112100
 Gainesville, FL 32611-2100
 352-392-2171 ext. 10112 (voice)
 352-392-6819 (fax)

Thank You!