



STUDENT AFFAIRS
Leadership Application Reference Form

Applicant please sign one:

I waive the right to have access to this reference form: _____
SIGNATURE

I retain the right to have access to this reference form: _____
SIGNATURE

Position(s) Applied for: _____

OFFICE OF STUDENT AFFAIRS REFERENCE FORM

_____ is applying for a student affairs staff position
(APPLICANT'S NAME)

for the 2009-2010 academic year. The position's primary responsibilities require a combination of interpersonal and managerial skills. The applicant is expected to act as a liaison between groups of students and the college's various service departments and to be available to students individually and collectively as a source of information and help. (Please ask applicant for details of the position for which the applicant is applying)

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

List **three characteristics** you would consider the applicant's greatest strengths:

List **three characteristics** you would consider the areas the applicant most needs to work on/develop:

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Please assess the applicant's strengths and weaknesses in relation to the characteristics below by using the following scale.

Excellent (5) seems to have superior knowledge or expertise; **Above Average (4)** seems to have strong knowledge or expertise; **Average (3)** seems to have some knowledge or expertise; **Below Average (2)** seems to have limited knowledge or expertise; **Poor (1)** seems to have no knowledge or expertise; **Cannot Say (CS)**

_____ approachability

_____ fairness and impartiality

_____ self-awareness and self acceptance

_____ listening ability

_____ ability to be non-judgmental

_____ dependability

_____ ability to relate to different types of people

_____ ability to balance multiple responsibilities and stress

_____ leadership skills

_____ trustworthiness

_____ level of respect by peers

_____ diplomacy

_____ ability to respond to different types of problems

_____ demonstrates commitment to diversity

_____ respect for others and their rights

Please respond to the following specific questions.

1. How does the applicant relate to peers day-to-day in a group situation?

2. How does the applicant handle responsibility?

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Using the 1-5 scale described on the other side, how would you assess the applicant's overall potential as a leader?

Please take the time to make some specific comments about the applicant and their potential as a leader. Please feel free to attach additional sheets if necessary. We've found that such information proves especially helpful in making final decisions.

Your name _____

Position _____

Address _____

Telephone number (_____) _____

Please return completed form to:
OFFICE OF STUDENT AFFAIRS
CLARK HALL 101
SMITH COLLEGE
NORTHAMPTON, MA 01063