



# RIDER UNIVERSITY

## 2008 Summer Camp and Conference Assistant Reference Form

Candidate's Name: \_\_\_\_\_

You have been chosen as a professional reference for the above listed candidate who is applying for a Summer Camp and Conference Assistant position in the Office of Auxiliary Services at Rider University. This evaluation will be kept in confidence from the candidate only if he/she signs below waiving his/her right to review the reference. The candidate is under no obligation to sign.

Candidate's signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Summer Camp and Conference Assistant (SCCA) position is a student position in the Office of Auxiliary Services. SCCA's are the first line of customer service for the summer camp and conference participants as well as their parents. SCCA's are responsible for the check in and check out of each camp, inspection of residence hall rooms, maintaining key inventory, preparing and maintaining athletic venues, providing water and ice service and reporting custodial concerns. SCCA's live in the residence halls and monitor conduct for adherence to campus policies.

### Reference Information

Name: \_\_\_\_\_

Position / Title: \_\_\_\_\_

Address: \_\_\_\_\_

How long have you known the candidate? \_\_\_\_\_

What is your relationship to the candidate? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete the reverse side of this form citing candidate's specific skill areas. Additional comments are also welcome.

Please return completed reference form to  
Auxiliary Services  
Student Recreation Center (second floor)  
609-896-7700 phone  
609-896-7707 fax

References must be received by Monday, March 3, 2008 at 4 pm.





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Please use the following scale to evaluate the candidate's skills in each of the following areas:

- NA Not applicable (No opportunity to observe)
- 1 Poor
- 2 Below average
- 3 Average
- 4 Good
- 5 Excellent

Please use the boxes on the right to make specific comments.

### Interpersonal Skills

- Commitment NA | 2 3 4 5
- Initiative NA | 2 3 4 5
- Leadership NA | 2 3 4 5
- Motivation NA | 2 3 4 5
- Teamwork NA | 2 3 4 5

### Communication Skills

- Assertiveness NA | 2 3 4 5
- Listening NA | 2 3 4 5
- Verbal NA | 2 3 4 5
- Written NA | 2 3 4 5

### Personal Traits

- Creativity NA | 2 3 4 5
- Ethics NA | 2 3 4 5
- Maturity NA | 2 3 4 5
- Responsibility NA | 2 3 4 5
- Self Confidence NA | 2 3 4 5

Would you recommend this candidate for the Summer Conference and Camp Assistant position? (check one)

- Highly Recommend
- Recommend
- Recommend with Reservations
- Not Recommend

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