The University of Toledo
Office of Residence Life

DESK WORKER REFERENCE FORM

Directions for the Applicant

Give this form to someone who can assess your potential success as a Desk Worker. The completed form may be given back to you by your reference in a sealed envelope and turned in with your application. It can also be mailed, emailed or faxed directly to the Office of Residence Life. This is due **NO LATER THAN DECEMBER 9th, 2011 by 5:00 p.m**.

I, _____(name of applicant), am applying for a Desk Worker position with The University of Toledo, Residence Life program. I acknowledge that this reference will not be available for my review.

Directions for the Reference:

Your candid and objective responses to the following questions will be used in evaluating the applicant. In addition to using the rating scale, please provide additional comments or documents to support the score you assign. Please return the completed reference form using only 1 of 3 options: 1) mail or drop in person in a sealed envelope to **Mary Martinez, Office of Residence Life, Ottawa House West, MS 519, 2801W. Bancroft St, Toledo, OH 43606** or 2) via fax to **Mary MArtinez** at **419-530-2942** or 3) via email to **reslife@utoledo.edu** . Thank you.

Please use the following rating scale: 1 = Poor 2= Below Average 3 = Average 4 = Above Average 5 = Outstanding NB = No basis to comment

Quality of communication: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NB ☐
Please Explain:_____

Open to new ideas: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NB ☐
Please Explain:_____

Displays positive leadership: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NB ☐
Please Explain:_____

Assumes responsibility: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NB ☐
Please Explain:_____

Relates appropriately with diverse populations: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NB ☐
Please Explain:_____

Completes assigned tasks: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NB ☐
Please Explain:_____

Able to manage time efficiently: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NB ☐
Please Explain:_____

Exhibits teamwork: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NB ☐
Please Explain:_____

Level of assertiveness: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NB ☐
Please Explain:_____

How long have you known the applicant?_____ What is your association with the applicant? _____

Name of Reference _____ Phone Number_____ Date _____

The completed reference form is due by December 9th at 5PM

Revised on 2/11/10