

Thank you for agreeing to complete a reference form for a candidate for a House Manager position in the Office of Residence Life. Below are step-by-step instructions to access and complete the form:

1. Go to www.residencelife.utoledo.edu
2. In the left hand margin click on the "student employment" link
3. Under the House Manager heading click on "reference form"
4. On the reference form please fill out the fields entirely
5. When fully filled in click the "submit" button
6. Please print a copy of the confirmation page for your records

If you have any questions or concerns, please contact Dean Bellas at:
dean.bellas@rockets.utoledo.edu or 419-530-8514.

Reference forms must be submitted electronically by December 4th, 2009.