REFERENCE FORM

Applicant, please complete the requested information inside of this box. When finished, provide the Reference Form to the person serving as your Reference. When you deliver this Reference Form to your Reference, an addressed envelope should accompany it. Address the envelope to ECU Campus Living, 100 Jones Hall, Greenville, NC 27858. Thank you!

PRINT APPLICANT LAST NAME _____ FIRST NAME _____ M.I. _____ DATE _____

According to the Family Educational and Privacy Act, a student has access to his/her official records. The applicant may retain the right to access his/her file by signing the line below. If applicant signs here, he/she has the right to read this reference.

Authorization of Waiver: _____ SIGNATURE _____ DATE

Evaluator, Please complete this Reference Form for the Resident Advisor Candidate and return to:
ECU Campus Living
100 Jones Hall
Greenville, NC 27858.
Your input is valuable.

How long have you known the applicant? _____ In what capacity do you know the applicant? _____

Using the following scale to evaluate this applicant:

	1 Poor	2 Fair	3 Average	4 Above Average	5 Excellent
Communication	1	2	3	4	5
Taking Initiative	1	2	3	4	5
Organization	1	2	3	4	5
Openness to Feedback	1	2	3	4	5
Team member	1	2	3	4	5
Work w/ diverse people	1	2	3	4	5
Dependability	1	2	3	4	5
Creativity	1	2	3	4	5

Overall Evaluation (Choose one)

☐ **Highly Recommend** ☐ **Recommend** ☐ **Recommend with reservations** ☐ **Do not recommend**

Comments supporting overall evaluation: _____

_____

_____

Evaluators, please print your name, sign, and date the Reference Form. Thank you for your assistance!

PRINT LAST NAME _____ FIRST NAME _____ M.I. _____ DATE _____

EVALUATORS SIGNATURE _____

EVALUATORS POSITION _____

East Carolina University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, creed, national origin, sex, age, sexual orientation, or disability. An equal opportunity/affirmative action employer.