

RECOMMENDATION FOR RESIDENCE LIFE STUDENT STAFF POSITION

_____ is applying for a Student Staff position with the Simpson College Residence Halls. The Staff Members are selected on the basis of his/her ability to communicate and work with individuals and groups. Staff Members live our residence halls, Greek houses, and apartments to assist the Student Development staff in making the residential living atmospheres conducive to academic achievement, social growth, and the development of personal and social skills.

Under the terms of the Family Educational Rights and Privacy Act of 1974, applicants have the right to review recommendations. Please indicate if you wish to waive or retain this right.

_____ I wish to RETAIN my right to review this recommendation.
_____ I wish to WAIVE my right to review this recommendation

Signature of applicant _____ Date _____

Please print or type your responses. If you would like an electronic version or have any questions, please email luke.behaunek@simpson.edu. This recommendation is due Friday, January 30th. Thank you very much for taking the time to help us and the applicant out in this process.

**Scale: 1 – Lacks Skill 2 – Improvement Needed 3 - Adequate for Position
4 – Proficient 5 - Excellent**

Skills – Please Rate 1-5 or n/a if you feel you are not able to accurately judge	1	2	3	4	5	N/A	Comments
I. COMMUNICATION SKILLS (i.e. ability to express verbally, and in writing, ability to be assertive, listening skills)							
II. LEADERSHIP QUALITIES (i.e. organizational skills, ability to motivate others, innovativeness, judgment, flexibility)							
III. RESPONSIBILITY AND MATURITY (i.e. dependability, role modeling, consistency)							
IV. PERSONAL SKILLS AND TRAITS (i.e. honesty, tolerance and appreciation of diversity, patience, sensitivity to others, level of commitment)							

V. GROUP INTERACTION (i.e. effectiveness as a group leader and member, style of influence, method of dealing with conflict)							
VI. LIMITATIONS/AREAS FOR IMPROVEMENT (In terms of this candidate as an employee, please comment on general limitations or areas which indicate a need for improvement)							
VII. RELATIONSHIP TO APPLICANT (Please indicate how well you know this candidate, for how long, and under what circumstances)							

ADDITIONAL COMMENTS:

Please check one of the following:

STRONGLY RECOMMEND

DO NOT RECOMMEND

RECOMMEND

INSUFFICIENT KNOWLEDGE

RECOMMEND WITH RESERVATIONS

Signature _____

Date _____

Position/Title

PLEASE RETURN TO:

Department of Residence Life
 Attn: Luke Behaunek
 Simpson College
 Brenton Student Center
 701 N C Street
 Unit 4223
 Indianola, Iowa 50125
 (515) 961-1862
 (515) 961-1674 fax
luke.behaunek@simpson.edu