

# *Seymour College Union Manager and Assistant Union Manager Reference Form*

By signing this, I \_\_\_\_\_, acknowledge that I am applying for a position as a Seymour College Union Manager. I understand that this form is to be handed in to the Campus Life in a sealed envelope. I also understand that my application will not be considered complete until this recommendation form is handed in.

I waive the right to view this form. (Please check if this statement applies)

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

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**Evaluators:** This recommendation form for the student named above is for a position as a Seymour College Union Manager. This position requires the student to be an effective communicator, responsible, independent, and have the ability to manage activities and staff. Please respond to each of the categories and complete the questions below or attach a letter of reference. Thank you for your participation in our selection process.

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

In what capacity do you know the applicant? \_\_\_\_\_

Using this scale, please assign a number to each of these qualities listed below as related to the applicant:

0= No basis for judgment	1= Poor	2= Fair
3=Average	4=Good	5= Excellent
Communication Skills _____	Self-Awareness _____	
Adaptability _____	Attitude _____	
Leadership Potential _____	Cooperation _____	
Reliability _____	Maturity _____	

Please identify any other qualities that would make them a good candidate for this position.

Please identify any qualities that prevent them from being a good candidate for this position.

Based on your knowledge of the applicant and the qualities listed would you recommend this person for the position? Why or Why not? (please attach an additional sheet as needed)

Name of Reference \_\_\_\_\_ Position/Title \_\_\_\_\_

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

Email \_\_\_\_\_ Phone \_\_\_\_\_

Completed forms can be returned to:  
Lisa Johnson, Campus Life, 203 Seymour College Union, The College at Brockport, Brockport, NY 14420