

REFERENCE FORM MTSU HOUSING AND RESIDENTIAL LIFE

Applicant _____
(First Name Last Name)

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)

Please evaluate this applicant and return this form to:

Housing and Residential Life
1301 E. Main St., Box 6, KUC 303
Murfreesboro, TN 37132.

OR

E-mail the finished reference to:
housing@mtsu.edu

Use the following scale to evaluate this applicant: (circle/Check your answer)

1 (Poor) 2 (Fair) 3 (Average) 4 (Above Average) 5 (Excellent)

| | 1 | 2 | 3 | 4 | 5 |
|-------------------------------------|---|---|---|---|---|
| Communication | | | | | |
| Taking Initiative | | | | | |
| Organizational Skills | | | | | |
| Openness to Feedback | | | | | |
| Ability to work with others | | | | | |
| Ability to work with diverse groups | | | | | |
| Dependability | | | | | |
| Creativity | | | | | |

How long have you known the applicant? _____

In what capacity do you know the applicant? _____

Overall Evaluation (Choose one)

Highly Recommend Recommend Recommend with reservations Do not recommend

Comments supporting overall evaluation:

Signature of Evaluator _____ Date _____

Name of Evaluator (printed) _____ Position of Evaluator _____

*Reference form must be completed by employer, supervisor, faculty member or advisor