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|  | Send to: Karen ConnThe Honors College509 Meadow Brook Rd. Oakland UniversityRochester, MI 48309Phone: 248-370-4419 Fax: 248-370-4479Email: conn@oakland.edu |

# Confidential Reference

Student is applying to work as a Teaching Assistant for a small group of incoming freshmen for fall semester. This position will include, lesson planning, some grading, advising, mentoring, etc.

\*References must be returned to the Honors College by email, fax or mail no later than **Friday, June 9th, 2017**

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| Applicant Information |
| Applicant Name: |  |  |  | Date: |  |
|  | Last | First |  |

|  |
| --- |
| Reference Information |
| Name of Reference: |  |
| Title: |  | Phone: |  |
| Company/Organization: |  |
| Email: |  |  |
|  |  | Email Address |
| Relationship to Applicant: |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| Reference Comments |  |
| How long have you known the applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Please rank the following skills based on your experience with the applicant:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | TOP 2% | TOP 5% | TOP10% | TOP 20% | NOT OBSERVED |
| Communication Skills |  |  |  |  |  |
| Positive Attitude |  |  |  |  |  |
| Time Management |  |  |  |  |  |
| Leadership |  |  |  |  |  |
| Adaptability |  |  |  |  |  |
| Responsibility |  |  |  |  |  |
| Ability to Confront |  |  |  |  |  |
| Team work |  |  |  |  |  |

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Applicant’s strengths?

Areas of Improvement?

Reference Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THANK YOU FOR YOUR TIME AND ASSISTANCE!