

VITERBO UNIVERSITY
SUMMER HOUSING ASSISTANT APPLICANT RECOMMENDATION FORM

(NAME) _____ is applying for a position as a Summer Housing Assistant at Viterbo University for the 2018 summer. As a Summer Housing Assistant, they will be expected to enforce University policies, be a helper and listener to residents/guests in need, have the ability to make good decisions and respond to crisis situations, and manage multiple projects simultaneously. Your honest and confidential appraisal of the applicant is appreciated and will help us determine the quality of potential candidates. Please complete Parts 1 through 3 of this form. If you have any questions, please contact Laurie Hilden in the Office of Student Life at (608) 796-3844 or lkhilden@viterbo.edu.

NOTE: The following statement appears on the SHA application. *“By completing my application and signing below, I hereby waive my right of access to the confidential statements on the Summer Housing Assistant Recommendation Forms submitted to the Office of Student Life as part of my application for a housing assistant position.”*

Part 1) Please circle one rating for each category for the applicant in your experience with the individual.

Poor	Fair	Good	Very Good	Excellent	Unable to Rate		
1	2	3	4	5	U		
Takes time to consider all options before making a decision	1	2	3	4	5	U	
Plans and organizes thoughts before working on a project	1	2	3	4	5	U	
Arrives to class/work on time	1	2	3	4	5	U	
Completes tasks and responsibilities on time	1	2	3	4	5	U	
Interacts with others regardless of individual differences	1	2	3	4	5	U	
Smiles, greets, and interacts others	1	2	3	4	5	U	
Uses both verbal and written communication effectively	1	2	3	4	5	U	
Improves/changes behavior after receiving feedback	1	2	3	4	5	U	
Suggests ideas and solutions to solve problems	1	2	3	4	5	U	
Implements ideas and solutions to solve problems	1	2	3	4	5	U	

Part 2) On a separate sheet, please comment on why you think the applicant would make an effective Summer Housing Assistant, the areas the applicant can develop, and in what capacity you worked with this applicant.

Part 3) Please complete the below section:

OVERALL RECOMMENDATION:

___ Highly Recommend ___ Recommend ___ Recommend with Reservations ___ Do Not Recommend

Name and Title _____

Institution or Employer and Phone number _____

Relationship to applicant _____

Signature of Reference _____

Please return by Friday, February 16, to:

Office of Student Life
900 Viterbo Drive
La Crosse, WI 54601
(studentlife@viterbo.edu)