

This reference is for the following prospective applicant (name): \_\_\_\_\_

Your name: \_\_\_\_\_

Date: \_\_\_\_\_

1. What is your relationship to this individual? \_\_\_\_\_ How long? \_\_\_Years\_\_\_Months
2. How well do you know the applicant? \_\_\_\_\_

3. Please rate the applicant in the following areas:

Characteristics:	Poor	Below Average	Average	Good	Above Average	N/A
Ability to accept direction and/or supervision:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to express ideas and feelings:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to get along with others:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to initiate and follow through:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to relate to all age groups:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to respect and work with differences in people: (e.g., race, class, culture, and ethnicity):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to think clearly:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work collaboratively:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concern and commitment to work:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conflict resolution:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Independence:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership skills:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of accountability:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of emotional stability:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of maturity:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of responsibility:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall academic performance:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sensitivity to the needs of/and feeling towards others:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of confidentiality:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal communication skills:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication skills:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Please comment on any of the above: \_\_\_\_\_

5. List six words that describe this person's character:

- A) \_\_\_\_\_ B) \_\_\_\_\_ C) \_\_\_\_\_ D) \_\_\_\_\_ E) \_\_\_\_\_ F) \_\_\_\_\_

6. How well does he/she get along with others?

# CLOVER PARK

TECHNICAL COLLEGE

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7. Do you believe this person has a bias or a strong belief that would interfere with his/her ability to be objective?  
If Yes, please explain:
  
8. Please comment on the applicant's temperament:
  
9. What are his/her major strengths?
  
10. What are his/her limitations?
  
11. Do you believe this person successfully maintains personal/professional relationships?
  
12. Describe any undesirable habits which may affect his/her ability to successfully tutor other students:
  
13. What qualities will make this person successful in working with students here at Clover Park Technical College?
  
14. Given your above responses and how well you know this applicant, without reservation, would you recommend this person to tutor students at Clover Park Technical College?
  
15. Please add any comments that you feel are pertinent to the evaluation of the candidate's application:

Please Sign Here: \_\_\_\_\_

Date: \_\_\_\_\_

**BECAUSE THIS IS A CONFIDENTIAL FORM, PLEASE PLACE IT IN A SEALED ENVELOPE AND RETURN IT DIRECTLY TO:**

Carmen Croppi  
Director of Basic Skills  
Bldg. 37, Phone: 253-589-5744  
Email: carmen.croppi@cptc.edu  
4500 Steilacoom Blvd. SW, Lakewood, WA 98499