

# ANGELO STATE UNIVERSITY – OFFICE OF RESIDENCE LIFE

## EMPLOYMENT REFERENCE FORM: Student Desk Assistant

To be completed by the applicant:

Applicant's Name: \_\_\_\_\_ CID: \_\_\_\_\_  
Last                      Mi.                      First

The purpose of this form is to assist the Residence Life Office in evaluating applicants for the position of Student Desk Assistant. Your candid evaluation of the applicant, based upon your experiences with him/her, serves as an important factor in the selection process.

Thank you for taking the time to complete this form on the applicant's behalf.

**Brief Position Description:**

Desk Assistants are important members of the Residence Life team. As prominent points of contact for students, staff members and guests, Desk Assistants are often the "first impression" people have of Residence Life. The Desk Assistant position involves interacting with students, faculty, guests and fellow staff members in a pleasant and professional manner, responding to questions and requests for information. Strong communication skills, a high degree of responsibility and a positive attitude required. Click [here](#) for a complete Student Desk Assistant position description.

How long have you known the applicant?

0 – 6 months                      6 – 12 months                      1 – 5 yrs                      Over 5 yrs.

In what capacity have you known the applicant?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please answer the questions below based on the following scale:

<b>Always</b> <b>5</b>	<b>4</b>	<b>Sometimes</b> <b>3</b>	<b>2</b>	<b>Never</b> <b>1</b>	<b>Unable to rate</b>
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Questions:	Rating	Comments:
Is the applicant tactful in manner?		
Does the applicant use good judgment in making decisions?		
Is the applicant dependable?		
Can the applicant accept and give constructive criticism?		
Do you think the applicant has insight into the interests and needs of other people?		

Is the applicant capable of initiating conversation?		
Does the applicant seem comfortable asking clarifying questions or for assistance?		
Is the applicant confident?		
Is the applicant friendly?		
Is the applicant trustworthy?		

**Would you hire this person for a similar position?**

Highly recommend

Recommend

Do not recommend.

Recommend with some reservations (Please comment below)

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Printed name of reference: \_\_\_\_\_

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

Position or Title (if applicable): \_\_\_\_\_

Please return this form as soon as possible to:

Office of Residence Life  
 Student Employment Reference  
 Box 11016 ASU Station  
 San Angelo, TX 76909

Click here to submit (Omit address above if electronic submission is active.)