



COMMUNITY ADVISOR LETTER OF REFERENCE COLBY COLLEGE 2012 - 2013

Community Advisor Applicant: _____

The above student is applying for a position as a Community Advisor. As a residence hall staff member, he/she will be responsible for up to fifty students in the residence hall. This position involves assisting students in their personal and academic growth, fostering a considered, inclusive community, and promoting an environment conducive to the overall wellness needs of residents and encourages student responsibility and accountability. The Community Advisor must maintain sensitivity to cultural norms and work to be an ally for students in matters of diversity while fostering an environment of mutual respect for diversity of backgrounds, beliefs, and identities.

Please respond to the candidate's ability in the following categories, providing concrete examples when possible. Feel free to include relevant background information that would indicate potential success in the position.

TEAMWORK & COOPERATION

Comment on the applicant's ability to work effectively in a team, his/her ability to communicate with others, and how this person responds to stressful situations.

LEADERSHIP SKILLS

Comment on the applicant's ability to plan and implement projects to completion, confidence level, and ability to demonstrate effective decision making.

COMMUNICATION SKILLS

Comment on the applicant's ability to effectively communicate both orally and written, his/her active listening skills, and the confidence the candidate has in expressing his/her personal opinion.

ADMINISTRATIVE SKILLS

Comment on the applicant's ability to display effective time management, his/her receptiveness to feedback, and the initiative he/she displays in completing tasks.

OTHER

Please include any additional information not included in the categories above that would assist in our evaluation of the candidate.

Please indicate how well you know this individual (check all that apply):

- Know very well through classroom and office contacts
- Know fairly well through classroom and office contacts
- Know very well through personal contacts outside classroom or office
- Know fairly well through personal contacts outside classroom or office
- I am a relative or close friend
- Have a general acquaintance with this individual
- Other _____

OVERALL RECOMMENDATION					
1	2	3	4	5	NB
Strongly Recommend		Unsure		Do Not Recommend	No Basis To Comment

Name (please print or type clearly): _____

Email: _____ Contact phone number: _____

SIGNATURE OF REFERENCE WRITER: _____

Please return this completed form to :

*Office of Campus Life – Colby College
Attn: CA Selection/ Katrina Danby
4280 Mayflower Hill Drive
Waterville, ME 04901*

You may also email the completed form to ktdanby@colby.edu

Due by Monday, February 6, 2012