



SAN DIEGO STATE
UNIVERSITY
OFFICE OF HOUSING ADMINISTRATION
HOUSING CONFERENCE SERVICES

RECOMMENDATION FORM
Required for Senior Staff Applicants – Optional for Desk Assistant Applicants

_____ (print) is a candidate for a position with the Housing Conference Services Staff, as part of the Office of Housing Administration. Based on your knowledge of the applicant, please complete the following recommendation accurately and honestly. Staff selection may be based upon information received from the written recommendations, therefore, please have your recommendation reflect the true strengths and areas of improvement of the applicant.

I, the applicant, hereby waive any right of access, as afforded under federal law to the information provided on this form.

Yes _____ (Confidential, not open to applicant's inspection)
No _____ (Candidate retains the right to inspect application form)

Applicant's Signature _____ Date _____

Based on what you know or have observed about the candidate, will you please assess the candidate, on a scale of 1 to 5, 1 being the lowest and 5 the highest, in relation to the following:

	Lowest ↔ Highest					NO = Not observed Or space can be used for additional comments.
GENERAL QUESTIONS						
Ability to take on responsibility/ownership for own work/errors	1	2	3	4	5	
Ability to work independently	1	2	3	4	5	
Attendance/Punctuality	1	2	3	4	5	
Reliability to perform assigned duties	1	2	3	4	5	
Quality of work	1	2	3	4	5	
Quantity of work	1	2	3	4	5	
Written communication skills	1	2	3	4	5	
Interpersonal communication skills	1	2	3	4	5	
Ability to work well with others/teamwork orientation	1	2	3	4	5	
Organizational skills/ability to prioritize work	1	2	3	4	5	
Knowledge of computers and technology related to position/profession	1	2	3	4	5	
Attention to detail	1	2	3	4	5	
Initiative	1	2	3	4	5	
Ability to handle and accept change	1	2	3	4	5	
Project and time management skills	1	2	3	4	5	
Ability to make decisions/solve problems	1	2	3	4	5	
Ability to maintain confidentiality	1	2	3	4	5	
Overall Work Performance	1	2	3	4	5	

Please submit to Housing Office with résumé by: **4:00PM Friday, March 24, 2017**

Although most respondents feel that the questions on this form are an adequate reference, you may attach additional comments if you wish. Thank you for your time.

How long have you known the candidate? _____ Years _____ Months

Please indicate how you know the candidate.

___ As an employee _____ Other (please specify): _____

Reference Name (Print): _____ Title: _____ Date: _____

Phone: _____ Email (optional): _____

Reference Signature: _____ Organization: _____

PLEASE RETURN BY 4PM, Friday, March 24, 2017 TO:

Jenelle de Jesus
Housing Coordinator
Office of Housing Administration
San Diego State University
6050 Montezuma Road
San Diego, CA 92115
Tel: 619-594-5742 Fax: 619-594-6202