

**Appalachian State University Upward Bound Program
Reference for Summer 2007 Employment**

Completed reference form must be received by 5:00 pm, Wednesday, February 28.

Return this form using the attached, postage-paid envelope,
or mail it directly to Upward Bound, Appalachian State University, Boone, NC 28608-2087.

Rather than use this form, you may fill out and submit your reference online at <http://www.upwardbound.appstate.edu/> Look for the online reference link at the bottom of the page.

Applicant Name (please print): _____

I waive any right to access this completed document or the information in it, and understand that it will become part of my application for a position with the Upward Bound program.

Applicant Signature

Date

To the Reference:

The information you provide will be maintained in a confidential file and reviewed only by Upward Bound central staff personnel. No applicant will be selected or rejected on the basis of a single reference appraisal. To help you understand the job the applicant seeks, a position description can be found below. We solicit your honest opinion of the applicant's abilities and value the time you spend in completing this reference. Thank you very much for your assistance.

Reference Name _____

Relationship to applicant (employer, teacher, etc.) _____

Position/Title _____

Company/Institution _____

Address _____

Phone Number _____

Position Description

The Upward Bound Program at Appalachian State University is a federally-funded program designed to increase the academic ability, self confidence, and motivation to attend college of high school students from families with low-income and/or who will be first-generation college students. These students are selected from four high schools in the rural counties surrounding Appalachian State University. Participants range from 14-18 years old and will live in a residence hall, attend academic and lifeskills classes, and participate in social and cultural activities for six weeks during June and July. Summer staff will live in the residence hall and directly supervise participants, serving as leaders and support persons with responsibility for enforcing program rules. Summer staff will also be directly involved in programming activities, evaluating participant progress, and assisting with program logistics.

The ideal staff person is patient, consistent, dependable, and possesses a high energy level, strong communication skills, and the ability to work effectively as a team member. The position requires complete committment (i.e. placing one's personal life on hold) for the six-week program and is often tiring and stressful. The applicant's personality, attitude, and ability to remain positive and functional during stressful periods will be extremely important to ensuring a successful summer. Staff positions have proven to be valuable opportunities for those interested in careers in teaching, student development, and other human relations fields.

Knowledge of Applicant

How long have you known the applicant? _____

Describe the context in which you have known the applicant (be as specific as possible.)

Work Performance

How competent has the applicant shown him(her)self to be in school, on a job or project, or in a position of responsibility?

Please comment on your response giving specific examples, if possible.

Human Interaction Skills

An Upward Bound staff member must work effectively with other staff members and with students from a variety of socially and economically diverse backgrounds. How would you rate the applicant on his/her ability to contribute positively in this context?

- _____ *Outstanding*--highly effective in interpersonal relationships, works well individually and in groups, can lead or follow as the situation demands, strong communication skills, very adaptable to circumstances
- _____ *Good*--adaptable, has good communication skills, is dependable and responsible, would be an asset to the work setting described
- _____ *Average*--has average skills relative to others in age group
- _____ *Below average*--applicant may encounter difficulties in the setting described, communication skills and maturity are below average for age group
- _____ *Poor*--difficulties in interpersonal relationships, not suited for a position of this nature

Please comment on your response giving specific examples, if possible.

Emotional Maturity

Throughout the six-week program, staff members are expected to function well--assessing situations and making appropriate decisions, even under stress. They must remain flexible to lead or follow directions based on the prevailing circumstance and must be open to offer and receive constructive feedback in a mature manner. They will often be challenged to move beyond their normal comfort zones. How would you rate this applicant with these conditions in mind?

- _____ *Outstanding*--exceptionally mature and stable, can work well under stress, open to feedback, insightful, emotionally healthy, fun to be around
- _____ *Good*--a mature and emotionally stable person, should meet challenges and expectations in a positive manner that inspires growth
- _____ *Average*--average in maturity and stability for a person his/her age
- _____ *Below average*--there is reason to question whether the applicant can contribute in this work setting at his/her current emotional maturity level
- _____ *Poor*--applicant is unsuited to work effectively in the work setting and is even likely to have a negative effect upon students and staff

Please comment on your response giving specific examples, if possible.

Overall Recommendation/Additional Comments

- _____ I recommend the applicant without reservation.
- _____ I recommend the applicant as a good prospect for your staff.
- _____ I have concerns, but feel the applicant can rise to the occasion with support and direction
- _____ I have significant concerns about the applicant's ability to work effectively in this setting.
- _____ I feel the applicant is currently unsuitable for working with high school students.

Describe any notable abilities, interests, skills, or experiences that would further enhance the applicant's ability to work in this setting.

Describe any reservations or potential weaknesses you perceive with regards to the applicant.

Would you like us to call you to discuss this applicant more thoroughly?

Reference Signature _____ Date _____