



Peer Referral and Orientation Staff  
 Reference Form  
 Office of Orientation and Student Leadership Programs  
 Laurel Hall North – Room 101  
 (856) 256-4041/oslp@rowan.edu

**TO BE COMPLETED BY THE APPLICANT:**

PROS Applicant Name:

1. Please type or print clearly in ink.
2. You have the right to read the reference form completed by each of your references. If you wish to waive this right, please sign the waiver below before having this form completed.
3. Give this form to someone who can assess your potential success as a PROS member.

“I hereby waive my right to inspect the following written evaluation and attachments of continuation. I understand that I am not required to waive this right as a condition for employment.”

Signature:

Date:

Completed forms for which you have waived your right of review should be sent directly to the Office of Orientation and Student Leadership Programs or submitted in a sealed and signed envelope.

**TO BE COMPLETED BY THE REFERENCE:**

Name of Reference:

Title:

Phone #:

E-mail address:

You may download a PDF of this form at <http://rowan.edu/pros>

Thank you for taking the time to complete an evaluation of this applicant for employment with the Office of Orientation and Student Leadership Programs at Rowan University. Please make an honest judgment of the qualities this candidate possesses for effective work with university faculty/staff, new students and their parents. A complete job description is available on-line at <http://rowan.edu/pros>.

How long have you known the applicant?

In what capacity?

Please check off the ability level of the candidate in the following areas:

Skills	Beginner	Developing	Competent	Advanced	Expert
<b>Leadership:</b> Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others					
<b>Teamwork/Collaboration:</b> Build collaborative relationships, ability to work within a team structure, and can negotiate and manage conflict					
<b>Critical Thinking/Problem Solving:</b> Exercise sound reasoning to analyze issues, make decisions, and overcome problems					
<b>Professionalism/Work Ethic:</b> Demonstrate personal accountability and effective work habits, demonstrates integrity, is able to learn from their mistakes					
<b>Oral/Written Communication:</b> Articulate thoughts and ideas clearly and effectively in written and oral forms					
<b>Customer Service:</b> Present information in a clear and concise manner; show empathy, understanding, honesty, positivity, and enthusiasm toward others					
<b>Diversity:</b> Openness to working with others and learning from people who have different cultures, backgrounds, experiences, and skills					

