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|  | Send to: Karen Conn The Honors College 509 Meadow Brook Rd. Oakland University Rochester, MI 48309 Phone: 248-370-4419 Fax: 248-370-4479 Email: conn@oakland.edu |

# Confidential Reference

Student is applying to work as a Teaching Assistant for a small group of incoming freshmen for fall semester. This position will include, lesson planning, some grading, advising, mentoring, etc.

\*References must be returned to the Honors College by email, fax or mail no later than **Friday, June 9th, 2017**

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| Applicant Information | | | | | |
| Applicant Name: |  |  |  | Date: |  |
|  | Last | First |  | | |

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| --- | --- | --- | --- | --- | --- |
| Reference Information | | | | | |
| Name of Reference: |  | | | | |
| Title: |  | | Phone: |  | |
| Company/Organization: |  | | | | |
| Email: |  | | | |  |
|  |  | | | | Email Address |
| Relationship to Applicant: |  |  | | |  |
|  |  |  | | |  |

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| --- | --- |
| Reference Comments |  |
| How long have you known the applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please rank the following skills based on your experience with the applicant:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | TOP 2% | TOP 5% | TOP10% | TOP 20% | NOT OBSERVED | | Communication Skills |  |  |  |  |  | | Positive Attitude |  |  |  |  |  | | Time Management |  |  |  |  |  | | Leadership |  |  |  |  |  | | Adaptability |  |  |  |  |  | | Responsibility |  |  |  |  |  | | Ability to Confront |  |  |  |  |  | | Team work |  |  |  |  |  | |  |

Applicant’s strengths?

Areas of Improvement?

Reference Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THANK YOU FOR YOUR TIME AND ASSISTANCE!