



Staff Reference Form

To the Reference Provider:

The ADVANCE Program for Young Scholars (ADVANCE) is a three-week summer residential program for gifted or academically motivated middle and high school students ages 12 - 17. The program wishes to hire well qualified individuals who work well with young people, make good decisions, support established guidelines, and serve as positive role models. Staff members serve as either a Teaching or Residential Assistant and promote the academic and social development of our students while creating an accepting, safe, and fun community.

For more information about the ADVANCE Program contact:

Harriette Palmer, Associate Director
palmerh@nsula.edu
318-357-4500
nsula.edu/advance/

Please name and save this form to your computer now.

Your contact information:

Name: _____ Position: _____

Phone: _____ E-mail: _____

Name of person you are referring: _____

In what capacity do you know the applicant: _____

How long have you known the applicant: _____

To the ADVANCE Program Applicant:

Applicants must have the following on file in the ADVANCE office before an interview will be scheduled.

1. Two references. The people who serve as references must not be relatives or friends, and we suggest using current or past employers, professors, and/or teachers.
2. An email from the applicant to palmerh@nsula.edu stating that you do or do not waive your right to review your references.

Please rate the applicant on the following:

Your honest and thorough assessment of the applicant is vital to our hiring process.

	*N/A	Sometimes	Regularly	Always
Dependable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-confident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Focused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to handle difficult situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A "team player"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relates well to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A positive role model	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supportive of established guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respectful of authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Honest and trustworthy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caring and sympathetic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respectful & accepting of those who are different from themselves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*N/A indicates that you are unable to measure this item in reference to your personal experience with the applicant.

Highly Recommend Recommend Recommend with reservations Do not recommend

1. Resave the PDF now to avoid losing the data you entered.
2. Email the completed form to palmerh@nsula.edu.
3. Thank you for taking the time to serve as a reference!