

QUEEN'S UNIVERSITY

REFERENCE FOR RESIDENCE DON CANDIDATE

(Don Candidate's Name - PLEASE PRINT)

is applying for a Don's position in Queen's University Residences. A Don is a member of the Queen's community appointed by the Residence Life Department to the Residence Life staff to be an advisor, educator, resource and support to residents. This is a live-in position and the role consists of, but is not limited to: advising students on personal and academic matters; making appropriate referrals to University or community services; mediating disputes; maintaining community standards; providing a first response to emergency or crisis situations; working with staff team members; and organizing educational programming.

Your candid evaluation of the candidate will play an important part in our selection process. This reference form is a confidential document and it will not be available for personal review or inspection by the candidate.

How long have you known the candidate? _____ (years/months)

How well do you know the candidate?

Very Well Well Fairly Well Slightly

In what capacity do you know the candidate? (i.e., coach, supervisor, faculty, etc.)

Circle the number that you feel best represents this candidate, and provide comments/explanations in the space provided. Please note that forms with comments are more assistive in determining the candidate's suitability. Please feel free to submit additional comments on a separate piece of paper if you require more space.

5 = Very Good 4 = Good 3 = Adequate 2 = Poor 1 = Very Poor N/A = No Opportunity To Observe

Leadership: 5 4 3 2 1 N/A

The ability to inspire and support others; to coordinate and lead activities; to facilitate group interaction.

General Disposition: 5 4 3 2 1 N/A

The ability to maintain a positive outlook and the control of emotional responses.

Self-Awareness: 5 4 3 2 1 N/A

Common sense, maturity, knowledge of limitations and of impact on others.

Inclusive Communication Skills : 5 4 3 2 1 N/A

Ability to act in an empathetic, non-judgemental, respectful and open-minded way when dealing with others.

Inter-cultural/Diversity Skills: 5 4 3 2 1 N/A

Ability to, or experience in working with those of a different social identity (ex. ability, age, ancestry, citizenship, culture, family status, race, religion, sexual or gender identity)

4. Please select the statement that best reflects your overall evaluation of this candidate for the Don position:

- Strongly recommend
- Recommend
- Recommend with reservations (*please explain*)
- Do Not recommend

Name (please print)

Title / Position

Address

City

Province

Postal Code

Telephone Number

Signature

Date

Thank you for your assistance with this information.

Our preference is that you fax, email or mail the reference directly to the Residence Life Office. If, however, you are going to return it through the candidate, please place the form in a sealed envelope, with your signature across the seal.