Please provide two references and have them fill out the attached form. At least one reference should be a faculty, staff or a current supervisor. Your other reference can be an advisor or past supervisor. These individuals may be contacted for further information. The reference form must be submitted with your application in a sealed envelope.

STUDENT CIVIC ENGAGEMENT COUNCIL
REFERENCE FORM

Student Name (please print): ______________________________________________________

The above named applicant retains the right of access to this document unless s/he has signed the following waiver:

I hereby waive my right of access (as afforded under federal law) to the information provided on this form.

Signature:____________________________________________ Date: ____________________

To the evaluator: The student listed above is applying to be a member of the Student Civic Engagement Council at the University of Pittsburgh. If chosen, this student would serve in the Office of PittServes and would be responsible for assisting student organizations in various ways which include: cultivating ideas for various service projects, recruiting the necessary amount of volunteers needed for an event or service project and providing financial resources in the form of service grants to help augment service programs.

This position calls for a person with a high degree of maturity and flexibility and one who has exhibited significant leadership ability. Please comment on the capabilities of this individual based on your interactions. Thank you for your assistance in our selection process.

Please place this reference in a sealed envelope and return it to the applicant.

Name of reference: ______________________________________________________________

Phone Number: ___________________________ E-mail: ______________________________

How well do you know this applicant? In what capacity?
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

What do you consider to be the applicant’s strongest assets?
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

If you have questions about the SCEC position or the selection process, please contact the Office of PittServes at 412-648-7211 or e-mail Angela Gordon at agordon@pitt.edu.
What qualities does this applicant need to improve upon?
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Do you feel this applicant has strong leadership abilities? Why or why not?
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Please circle the appropriate response:  Weak          Strong

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to work in a group setting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to make a positive first impression</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strong sense of professionalism</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mature and responsible</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adapts well to new situations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concern for others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strong decision making skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Takes Initiative</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please indicate your overall recommendation of this candidate:

___ Highly recommend  ___ Recommend with reservations
___ Recommend  ___ Do not recommend
___ No basis for recommendation

Additional Comments:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________