



## Residential Advisor Position

### CONFIDENTIAL PERSONAL REFERENCE

\_\_\_\_\_ has applied for a position with **Upward Bound**  
 (Applicant's name)

and has given your name as a reference. Applicants recruited for Upward Bound will participate in specialized training and will serve as residential staff during Summer Quarter. The Upward Bound Summer Program employs Residential Advisors who are responsible for advising and tutoring approximately 100 low-income junior and senior high school students. Upward Bound is a federally funded, college prep program that motivates and academically supports students who are interested in going to college.

I have known this candidate for:    \_\_\_ less than 1 year    \_\_\_ 1-3 years    \_\_\_ over 3 years

I    \_\_\_ highly recommend    \_\_\_ recommend    \_\_\_ recommend w/reservation    \_\_\_ do not recommend

      this applicant for the Upward Bound position.

Please give us your appraisal of the applicant in terms of the qualities listed below:

Qualities	Poor	Average	Excellent	Outstanding
Self Confidence				
Oral/Written Communication Skills				
Maturity				
Initiative				
Leadership Potential				
Dependability				
Academic Standing				
Ability to Work with Others				
Sense of Humor				
Integrity				
Ability to Give & Receive Constructive Feedback				
Organizational/ Managerial skills				

Please comment on this application's qualifications & abilities for the Residential Advisor position. Please use additional sheet if you so desire.

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**Reference Information**

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(Print Name) \_\_\_\_\_ (Signature) \_\_\_\_\_

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(Address) \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

**Please submit letter of reference in confidence by:**

**April 18, 2008, thank you.**

**To:**

**Samuel Cortez,  
Upward Bound Programs Coordinator  
Pre-College Institute  
San Diego State University  
College of Education  
San Diego, CA 92182-1103**