

Confidential Character Reference

TO BE COMPLETED BY THE APPLICANT

Applicant Name: _____

TO BE COMPLETED BY REFERENCE

The above named applicant has applied for a position as an Instructor with the UMBC Classic Upward Bound Program (CUB). CUB offers academic preparation for college bound low income, first generation to go to college, high school students. CUB looks for staff members that are comfortable working with high school students from diverse, but sometimes disadvantaged backgrounds. Your evaluation of this applicant will be closely examined (along with other factors) during the employment process. Please return the completed recommendation to

UMBC Upward Bound
1000 Hilltop Circle
Math/Psychology Rm #007
Baltimore, MD 21250

410-455-2700 – phone
410-455-1062 – fax
upbound@umbc.edu
<http://upwardbound.umbc.edu>

1. How long have you know the applicant and in what capacity?
2. Can you think of any reason why the applicant should not be working with high school age students? If yes, please explain.
3. Does the applicant function appropriately in pressure situations or sudden change of schedule?
4. If you are a current or previous employer, would you rehire this person?

Please rate the student on each of the following in relation to the position	Always/ Excellent	Usually/ Very Good	Sometimes / Average	Rarely/ Below Avg.	Never / Poor	No Basis to Judge
Demonstrates a desire to learn						
Completes tasks independently						
Displays a positive attitude						
Exhibits maturity						
Relates well to peers						
Exhibits good character						
Understands the needs of teenagers						
Adapts well to new situations						
Responds well to constructive feedback						
Takes initiatives to promote new ideas						
Exhibits dependability						
Demonstrates effective communication skills						
Overall assessment						

Reference's name (please print): _____

Company/Organization: _____ Position: _____

Email Address: _____ Phone: _____

Signature: _____ Date: _____