

SPECTRA LEADer

Applicant Reference Form #2 – Staff or Employer

I hereby waive any and all rights of access to this document which is to be included in my application for the SPECTRA LEADer position at the College of Charleston. This waiver applies to the Family Education Rights and Privacy Act. I understand that this document may not be used for any purpose other than the evaluation of my qualifications for employment.

Authorizing signature of applicant: _____ Date: _____

Full Name of Applicant: _____

To the evaluator: The above named person is applying for a SPECTRA LEADer position for the 2023 SPECTRA (Speedy Consolidation and Transition) Program with the Office of Multicultural Student Programs and Services at the College of Charleston. Please evaluate the capabilities of this student based on your interactions, paying specific attention to the skills listed below. For additional comments: please use the back of this form or attach your own letter of reference to the form. We value your assistance with our selection process.

This form can be hand-delivered, sent via campus mail, or emailed to Rochelle Johnson at johnsonrr@cofc.edu. The applicant can submit the reference form with the application; however, the form must be ~~in a sealed envelope~~.

Reference Name: _____

E-mail Address: _____ Phone Number: _____

Qualities Needed for a LEADer Position	Exceptional	Above Average	Average	Below Average
Leadership				
Professionalism				
Ability to set a good example as a role model				
Responsibility				
Maturity Level				
Communication				
Punctuality				
Commitment to excellence				
Confidentiality				
Character				
Integrity				

Overall Evaluation: I recommend this candidate:

___ Enthusiastically ___ With some reservation ___ I do not recommend this candidate.

Signature Date

Please return form before Friday, December 16, 2022 to:

Office of Multicultural Student Programs and Services
College of Charleston - Multicultural Center, 207 Calhoun Street, Charleston, SC 29424
Phone: (843) 953-5660 Email: johnsonrr@cofc.edu