

REFERENCE FORM FOR APPLICANTS TO  
THE COLLEGE STUDENT PERSONNEL PROGRAM

Department of Education and Interdisciplinary Studies and College Student Personnel  
Western Illinois University

Applicant's Name \_\_\_\_\_

Waiver:

I, the undersigned, hereby waive any right or privilege provided by Public Law 93-380 to inspect or challenge the content and comment on this recommendation. I expect that the observations made shall remain confidential between the writer and the department, and/or committees of the Department of Education and Interdisciplinary Studies and College Student Personnel at Western Illinois University.

Date: \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

To Whom It May Concern:

The above named individual is applying for admission to the College Student Personnel program at Western Illinois University. We are very concerned with the personal qualities of persons entering the profession, and therefore, we would appreciate your honest appraisal of this person. Please feel free to respond on your letterhead, but you must attach this sheet to your response for confidentiality purposes.

1. How long, and in what capacity, have you known the applicant?
2. Please assess the applicant's ability to complete a rigorous academic program. Use the following as a guide for your assessment: a) ability to think abstractly; b) problem-solving ability; c) ability to clearly articulate ideas; d) time management skills; and e) writing skills.
3. Please comment on the applicant's personal qualifications to engage in college student affairs work. Direct your assessment using the following traits: a) interpersonal skills; b) ability to handle stress; c) emotional stability; d) self-awareness; e) openness to personal growth; f) ability to accept constructive feedback; g) past involvement; and h) honors or recognitions received.
4. Please comment on the applicant's professional goals and her/his potential for success in the student affairs profession.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Position

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

Please mail this form to:

College Student Personnel  
Attention: CSP Recruitment Chair  
80 Horrabin Hall  
Western Illinois University  
One University Circle  
Macomb, IL 61455

