



**Alpha Xi Delta Educational Leadership Consultant and Leadership Coach**  
**Reference Form**

Please complete this reference for the applicant named below and email to Emily Thompson,  
Administrative Coordinator, at [ethompson@alphaxidelta.org](mailto:ethompson@alphaxidelta.org) no later than October 23, 2017.  
Please provide an accurate and honest evaluation of the candidate- all information will be kept  
confidential.

Applicant's name: \_\_\_\_\_

Please evaluate the applicant on each of the characteristics listed below. Rate each characteristic by checking the phrase which provides the most accurate description. If you have not observed the characteristic, please write N/A in the comment box. Please feel free to add supporting comments in the space provided, as well as on additional sheets.

**ACUTE AWARENESS:** Consider the applicant's awareness to, and understanding of, reactions, feelings of individuals and of groups and her ability to make an effective and positive response.

- ☐ Exceptional perception and responsiveness to others.
- ☐ Perceptive and responsive to other individuals. Sometimes
- ☐ shows awareness of those around her. Does not seem alert
- ☐ to others or have good intuition.

Comments: \_\_\_\_\_

**COMMUNICATION:** Consider the applicant's ability to understand questions, grasp new ideas and express her thought verbally to small and large groups. Does she communicate in a clear and professional manner?

- ☐ Exceptional ability to comprehend, think reflectively and communicate clearly. Better
- ☐ than average comprehension, expression and communication.
- ☐ Average comprehension and mediocre communication. Poor
- ☐ response to questions and inferior communication.

Comments: \_\_\_\_\_

**COOPERATIVENESS:** Consider attitude and ability to work with other, in a team setting, how the applicant gets along with superiors, equals, and subordinates. How is her receptiveness to suggestions and criticism?

- ☐ Very cooperative/ flexible/adapts easily. Works
- ☐ well with others. Somewhat flexible. Could do
- ☐ satisfactory work with others.
- ☐ Not a team player. Would cause conflict in a group.

Comments: \_\_\_\_\_

**CREATIVE & INSPIRATION:** Consider the degree to which the applicant creates innovative ideas, programs and situations. Does she inspire others to be resourceful in their creativity?

- ☐ Exceptional imagination. Could very easily create new ideas and programs. Fairly
- ☐ creative thinker. Uses her own ideas frequently.



- ☐ Has potential, could be more creative if she took more initiative.
- ☐ Unwilling to use imagination or to think outside the box.

Comments: \_\_\_\_\_

**DECISION MAKING:** Consider the degree to which the applicant is capable of making effective, sound decisions.

- ☐ Consults others; considers alternatives and values affecting decision. Reasons rationally. Usually
- ☐ consults others and has a fairly sound basis for decision making.
- ☐ Makes decisions hastily. Does not often consult with others in the process.
- ☐ Irrational. Makes decisions based on emotions. Makes decisions too independently of others.

Comments: \_\_\_\_\_

**ETHICS & ASSERTIVE:** Consider the applicant's ability to respect the rules and to constructively confront others.

- ☐ Respects the rights and feelings of others while following rules and regulations. Confronts in a mature and intelligent capacity.
- ☐ Demonstrates assertive behavior when needed. Able to give and receive criticism in a professional manner.
- ☐ To avoid conflict, accepts ideas and opinions of others too readily. Does not like to confront others.
- ☐ Argumentative. Must be right. Threatened by opposition to own viewpoint. Does not handle criticism well.

Comments: \_\_\_\_\_

**EMOTIONAL STABILITY:** Consider what you think to be the direction and control of the applicant's emotional response. Consider evenness of disposition and mood and personal social adjustment to others and her environment.

- ☐ Very stable. Always well controlled and steady.
- ☐ Well adjusted to self and others. Evenness of disposition. Stable in
- ☐ ordinary situations. Problems cause undue stress. Over
- ☐ emotional. Does not fair well with change or unknown.

Comments: \_\_\_\_\_

**INITIATIVE:** Consider the ease and vigor with which the applicant approaches a new situation. Take into account the degree to which this person sets goals for herself and is a self-starter.

- ☐ Entirely self motivating
- ☐ Would need occasional motivation.
- ☐ Capable of routine work
- ☐ Depends completely on others.

Comments: \_\_\_\_\_



**JUDGMENT:** Consider the applicant's ability to think on her feet and make good assessments in order to achieve a suitable result for all parties involved.

- ☐ Thinks quickly and always makes good decisions. Takes
- ☐ time to reflect, but often makes good choices.
- ☐ Has difficulty thinking on her feet and making good calls. Has
- ☐ poor judgment, does not do well under pressure.

Comments: \_\_\_\_\_

**MATURITY:** Consider the degree to which you think the applicant has developed a mature outlook and judgment.

- ☐ Shows exceptionally good judgment and maturity. Is
- ☐ mature and has patience to persevere.
- ☐ Displays average maturity.
- ☐ Lacks maturity.

Comments: \_\_\_\_\_

**PERSONAL CONDUCT:** Consider the applicant's integrity, values and personal standards. Is she a servant leader?

- ☐ High morals and standards. Upholds Alpha Xi Delta values.
- ☐ Demonstrates good standards and integrity.
- ☐ Has questionable behavior. Lacks integrity.
- ☐ Inappropriate demeanor. Does not uphold Alpha Xi Delta values.

Comments: \_\_\_\_\_

**PERSONALITY:** Think about your first impression of the candidate (etiquette, poise, mannerisms, professionalism, etc) Consider her long lasting impression once you got to know her.

- ☐ Very favorable impression
- ☐ Favorable impression.
- ☐ No particular impression
- ☐ Somewhat inappropriate. Unfavorable impression.

Comments: \_\_\_\_\_

**RESPONSIBILITY:** Consider the degree to which the applicant is dependable, prompt, accurate and conscientious.

- ☐ Completely dependable and reliable. Usually
- ☐ dependable, somewhat reliable.
- ☐ Responsible when she wants to be- needs motivation.
- ☐ Avoids responsibility- not accountable.

Comments: \_\_\_\_\_



**TIMELINESS:** Consider the degree to which this candidate communicates, relays information and returns correspondence in a timely manner and her ability to meet a deadline.

- ☐ Extremely timely, relays pertinent information immediately and is proactive with issues that arise. Always meets a due date.
- ☐ Timely. Gives notice or responds to correspondence within an acceptable timeframe. Often meets deadlines.
- ☐ Responds when given a task, but does not take initiative to relay pertinent information. Can sometimes meet a deadline.
- ☐ Not conscientious of due dates. Does not relay information or return correspondence in a timely fashion.

Do you recommend the applicant for an ELC or LC position? Yes                      No  
If not, please explain:

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How long have you known the applicant?

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Have you personally met the applicant?

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In what capacity have you worked with the applicant?

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Signature: \_\_\_\_\_

Name:

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Position:

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Date:

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