



## SU LITERACY CORPS

SEMESTER: \_\_\_\_\_

Mary Ann Shaw Center for Public & Community Service

309 Women's Building

Syracuse, NY 13244

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## SU Literacy Corps Reference Form

References may include past professional/academic supervisors, professors, advisors, etc.  
Professional references do not include family, friends, or colleagues.

I \_\_\_\_\_ give permission for \_\_\_\_\_ to  
(Your name) (Reference's name)  
complete this reference form.

The above individual is applying for a tutoring position with the SU Literacy Corps. Tutors work one-to-one or in small groups with children and adults in a classroom/community setting. Acceptance into the program comes as a result of an individual's willingness and ability to contribute to a student's educational experience in a positive way.

Using the rating scale below, circle the number for each item that best reflects your judgement about the applicant's performance on each of the following criteria.

1-Inadequate (completely fails to meet expectations) 2-Minimally adequate

3-Satisfactory 4-Good 5-Outstanding (far exceeds expectations)

Dependability	1	2	3	4	5
Responsibility	1	2	3	4	5
Maturity	1	2	3	4	5
Leadership Skills	1	2	3	4	5
Ability to handle conflict	1	2	3	4	5
Ability to communicate and work with others	1	2	3	4	5

How long and in what capacity have you known the applicant?

The applicant will be working with children, adult learners. Do you foresee the applicant having any problems working in this type of setting?

If you were an employer, would you hire this applicant again? Why or why not?

Please add any additional comments you would like to make about the applicant.

I give permission for Shaw Center to contact me regarding the above written reference.

Print name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Telephone # \_\_\_\_\_

**Please return completed reference form to the Shaw Center via contact information in header or with the applicant in a signed, sealed envelope (references should sign their name over the envelope seal).**