



Staff Leadership Institute Reference Form

TO THE PERSON RECOMMENDING THE APPLICANT:

You are being asked to be a reference for a staff member who is applying to participate in the Staff Leadership Institute. The Institute was established by the Staff Senate to improve quality of work and service at Jackson State. Staff members who have leadership potential will be provided with additional knowledge and skills to develop the competencies most critical to success. The applicant will be evaluated on each of the criteria mentioned below.

Please circle the number indicating your rating on each that most matches your opinion. If you are unable to evaluate the applicant on any one of the items, please circle "N/A".

Name of Applicant: _____

Questions:	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	N/A
1. The applicant can handle responsibility.	5	4	3	2	1	N/A
2. The applicant has demonstrated leadership ability.	5	4	3	2	1	N/A
3. The applicant demonstrates effective time management skills.	5	4	3	2	1	N/A
4. The applicant is committed to an organization or task once they agree to participate.	5	4	3	2	1	N/A
5. The applicant values their employment experience at JSU.	5	4	3	2	1	N/A
6. The applicant can effectively communicate with people one-on-one.	5	4	3	2	1	N/A
7. The applicant can effectively communicate in group settings.	5	4	3	2	1	N/A
8. The applicant respects differences in people's ideas, cultures, and values.	5	4	3	2	1	N/A

Comments or additional information about the applicant:

Reference provided by: *(Please Print)*

Name: _____ Relationship to Applicant: _____

Signature of Reference: _____ Date: _____