



Conrad Grebel University College

Confidential Reference Form for Don Referees

Name of Referee _____

Don Applicant Name _____

How long have you known the applicant _____

A Grebel Don is someone who identifies with the College and who wants to be centrally involved with its life. They should be people who adhere to the guidelines for community living found in the Student Handbook and who are exemplary role models. Dons will serve as peer mentors and advisors to individuals and groups, they will assist in the administrative operation of the College during non-business hours, and they will help to stimulate and create a residence ethos that is conducive to healthy living, fun engagement, and academic success.

Please review the job description before proceeding with the reference letter. Next, answer the following questions honestly and carefully. Keep your responses to 4 – 6 sentences per question.

Your confidential reference will be taken seriously and will influence our decision making. If you have any questions, don't hesitate to speak to me directly. Thank you for your assistance in helping us choose the right people for this very important community role.

Kindly,

Mary Brubaker -Zehr

Director of Student Services

Reference deadline: Same as [application due date](#)

Submit to Pam Bartel in Student Services pbartel@uwaterloo.ca

1. With the job description in mind, please indicate why you think the applicant should be considered for the don role.
2. With the job description in mind, indicate the applicant's challenges that may reduce his/her effectiveness in the Don role.
3. Discuss how you think the applicant is currently perceived by the Grebel community.

4. Dons are role models for the community and are students who embody the mission and vision of the College. Discuss how the applicant has already fulfilled this mandate.

5. Place an X in the appropriate box which you feel *best* describes the applicant. If you feel you do not have adequate information to make a fair and sound judgment mark the NA box.

Please indicate the size of group you are using for comparison _____ (i.e., 10? 100?, 300?)

Qualities	Excellent	Above Average	Average	Below Average	Poor	N/A	Comment
SOCIAL MATURITY							
Ability to develop relationships							
Ability to work within a team							
Ability to communicate							
Ability to confront							
Tactfulness/sensitivity							
Tolerant							
Warmth							
Sociability							
LEADERSHIP MATURITY							
Self-motivation							
Initiative - will take the lead							
Teachable spirit							
EMOTIONAL MATURITY							
Emotional stability							
Accurate self-perception							
Self-confidence							
Freedom from worry and anxiety							
Ability to handle pressure							
PERSONAL MATURITY							
Dependable							
Self-disciplined							
Integrity							
Perseverance							
Common sense and judgement							
Flexibility/adaptability							
Responsibility/follow-through							
Decision-making ability							
Energy level							

Signature of referee: _____

Date: _____