

**REFERENCE QUESTIONNAIRE FOR 2018-19 HURON UNIVERSITY COLLEGE
DON (to be completed by a current Huron University College Don)**

_____, has applied for the position of Don in the Huron University College Residence at the University of Western Ontario. It would be greatly appreciated if you could fill out the following questionnaire to the best of your ability to help us in the selection of our residence staff.

Role of a Don

A Don lives on a floor or house and is responsible for supervising up to 30 university students. The Don's main effort is to help residents reach their own personal and academic goals. The position involves a variety of duties including the introduction of new students to university life, counselling, organizing social activities and ensuring the enforcement of House Rules. The Don is responsible for maintaining a respectable level of behaviour while providing leadership for others.

Evaluation Criteria

The following is a list of characteristics we feel are very important for the position of a Don. Please judge and measure the candidate against other people/university students their age.

Characteristics: (Please Circle):

	1 (weak)	2	3 (average)	4	5 (strong)
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Maturity	1	2	3	4	5
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Comments:

Leadership Ability	1	2	3	4	5
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Comments:

Verbal Communication Skills	1	2	3	4	5
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Comments:

Organizational Ability	1	2	3	4	5
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Comments:

Team work Orientation	1	2	3	4	5
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Comments:

Interpersonal Ability 1 2 3 4 5

Comments:

Ability to Maintain Confidences 1 2 3 4 5

Comments:

In your own words, do you feel this person is suitable for this position? Why?

How long have you known the candidate? (How have you come to know this person?)

To the best of my ability, this is an accurate portrayal of _____
(candidate for Don)

Signature of Referee

Date

Thank you for helping us with our selection process.

Please send this letter to ensure delivery by February 5, 2018, directly to:

Ms. Sharon McKillop
Director of Student Engagement, Huron University College
1349 Western Road
London, Ontario
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