The following student is applying for the Office Assistant Position at the WSA Administrative Office. We provide administrative and financial support for student group leaders who oversee clubs and organizations at Wesleyan University. He or she will be working as an office assistant and will be interacting with students, faculty, staff and guest who visit our facility. They have listed your name as a personal reference, so please answer questions below.

Student Name: ____________________________________________________________

Reference’s Name: ___________________________________ Relationship: __________

How long have you known student: __________  Contact Number: ___________________

Reference Questions:

1. How would you describe the candidate in one sentence?

2. What would you say is the candidate’s strongest attribute?

3. What can you tell me that I might need to know to employ this person? Do they possess any special skills or qualities that would be an asset to this position?

4. Can you please comment on a few personality traits? For example, is the candidate:
   - Dependable:
   - Organizational skills:
   - Problem Solving skills:
   - Ability to handle stress:

5. Do you have any additional comments that would help us make a decision?

Please email or fax this professional reference for this candidate directly to the WSA Administrative Office Managers at wsaom@wesleyan.edu or 860-685-2411 at least a few days before interview.