RECOMMENDATION FORM

_________________________________________ (applicant’s printed name) is a candidate for a position with UC San Diego Hospitality and Conference Services. Based on your knowledge of the applicant, please complete this form accurately and honestly. Staff selection may be based upon information received from the written recommendations, so please, have your recommendation reflect the true strengths and weaknesses of the applicant.

TO BE COMPLETED BY APPLICANT

Fill out the following section prior to requesting recommendation from your reference contact.

I, the applicant, hereby waive any right of access, as afforded under federal law to the information provided on this form.

☐ Yes (Confidential, not open to applicant’s inspection)
☐ No (Candidate retains the right to inspect application form)

___________________________________
Applicant's Signature

___________________________________
Date

TO BE COMPLETED BY REFERENCE

This part of the recommendation form contains statements. Following each statement, please circle the number on the right, which indicates your knowledge about this candidate.

<table>
<thead>
<tr>
<th>Statement</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>1. This candidate is dependable.</td>
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<td>2. This candidate gets along easily with others around him/her.</td>
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<td>3. This candidate is a very social person.</td>
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<td>4. This candidate arrives on time to work/meetings.</td>
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<td>5. I would feel comfortable telling this candidate something I would want to be kept confidential.</td>
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<td>6. This candidate is a role model.</td>
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<td>7. This candidate manages his/her time well.</td>
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<td>8. This candidate communicates well.</td>
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<td>9. This candidate responds appropriately in stressful situations.</td>
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</table>
10. This candidate handles administrative tasks efficiently.

Reference Name: ___________________________ Title: ___________________________ Date: ______________

Phone: ___________________________ Email (optional): ___________________________

Reference Signature: ___________________________ Organization: ___________________________

How long have you known the candidate? _________ Years _________ Months

Please indicate how you know the candidate:

☐ As an employee  ☐ Other (please specify): ___________________________

Although most respondents feel that the questions on this form are an adequate reference, you may include or attach additional comments if desired.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

PLEASE COMPLETE AND RETURN IN A SEALED ENVELOPE BY: Thursday, February 14, 2019

Address to the following:
Cyndi Meeves, Operations Analyst
Mailcode #0382

University of California, San Diego
Housing • Dining • Hospitality, Hospitality and Conference Services
(HDH Administration Building, Second Floor)
9500 Gilman Drive, MC 0382
La Jolla, CA 92093-0382

Tel: 858.534.4220 | Fax: 858.534.7434