

Bertram Homer has applied for a position on the residence staff of Adelphi University and has given your name as a reference. Your completion and return of this form is sincerely appreciated. Its confidentiality will be respected. It is the applicant's responsibility to provide you with a job description.

1. Please describe the nature and length of your relationship with the applicant.

I have known Bertram all his life. There is a close intimate friendship between his family and mine. He has always evidenced courtesy, intelligence and interest and has contributed greatly to all social gatherings by his helpfulness and willingness to do anything requested cheerfully.

2. What might his/her outstanding contributions be to such a position?

Bertram relates well not only to his own peer group but all other age groups as well. He is personable, well grounded and sensitive to the needs and wants of others. He is also forthright, honest, dependable, articulate and capable of assuming responsibility.

3. What, in your estimation might be his/her weaknesses?

If Bertram has any weaknesses I have yet to discover them. I have discussed Bertram with others who know him and I find they concur with the high opinion which I have of him.

4. List some questions which our interviewer might ask to further evaluate the special qualifications of this applicant.

- ① Will you be capable of keeping up your grades if you are hired in this capacity?
- ② Do you feel this type of position would better prepare you for the business world?

Signature Kathleen Harrison  
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Date

2/22/78