

**RECENT EMPLOYER REFERENCE MEMORANDUM
NORTHWEST NAZARENE UNIVERSITY**

TO: _____
(Your recent Employer)

FR: Karen Pearson, Director of Residential Life

RE: Confidential reference response regarding:

(Name of applicant applying for position of Resident Director)

The above named person has applied to serve as a Resident Director. In such a position he/she will be working directly with young people attending NNU and living in our residence halls. As the applicant's recent employer, you can give us an appraisal of his/her suitability for service in residential life.

Briefly describe the applicant in terms of the following characteristics: (Attach separate paper if more comment room is necessary).

- 1. General personality and attitude**
- 2. Initiative, resourcefulness, and ability to achieve results**
- 3. Qualities of leadership**
- 4. Responsibility and reliability**
- 5. Behavior under stress**
- 6. Ability to think and communicate clearly and constructively**

