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**Elected Student Leader**

**Reference Form**

**Candidate Information**

***(To be completed by candidate)***

**Please complete the information below.**

First Name:  Middle Initial:  Last Name:

Elected Student Leader Position (list all applicable positions of interest)

The completed reference form must be placed in a sealed envelope with the reference’s signature over the seal and returned to the Office of Student Engagement & Community Programs or emailed directly to studentengagement@ndm.edu. Please print one copy or save one electronic copy of this document to distribute to your professional reference. Candidates will need to complete the requested information in this section, including indicating your preference in waiving your privacy rights for each reference. Provide one copy to your reference you listed in your application and follow up with your references to ensure that the forms are submitted to the Office of Student Engagement & Community Programs. Your application is not complete until both nomination petition and reference form are received.

In accordance with the provisions of the Family Education Rights Privacy Act (FERPA) of 1974, P.L. 93-380 (as amended), with specific references to Section 438 a.1.B and Subtitle A, sections 99.7, 99.11, and 99.12.

[ ]  **I do** waive my right of access and review of this reference. I understand that the reference is confidential.

[ ]  **I do not** waive my right of access and review of this reference. I understand that the reference is confidential.

Please type/write your name below to indicate that you agree to have the person of your choosing submit a reference on your behalf to be considered for an elected student leader position.

Name:  Date:

**Reference Information**

***(To be completed by the candidate’s professional reference)***

**Please complete the information below.**

We strongly encourage your consultation with the candidate directly – perhaps your thoughts will provide the candidate with valuable feedback that they can use in this position or in other facets of their personal and academic life as well as their career.

Reference Name:

Title:

E-mail Address:       Phone Number:

The candidate listed above is applying for an elected student leader position.

**Please complete and email directly to the Office of Student Engagement & Community Programs at** **studentengagement@ndm.edu** **by the posted due date.**

1. Describe your relationship with the candidate. In what capacity do you know them and for how long?

1. Elaborate on your impression of the candidate’s dependability and ability to fulfill responsibilities.

1. Elaborate on your impression of the candidate’s judgment and decision-making skills.

1. Describe the candidate’s overall attitude. Please explain if this attitude changes during times of pressure or stress. How do they work on a team? How do they provide an inclusive working environment?

1. Describe this candidate’s leadership style. How would they be effective as an elected student leader?

6. If you would like to share any additional information about the candidate, please include it below.

7. Please place a check next to the description that indicates your recommendation for the candidate as an elected student leader.

[ ]  Enthusiastically recommend

[ ]  Recommend

[ ]  Recommend, but with reservations

[ ]  Do Not Recommend

Please elaborate on your recommendation below.

Thank you for completing this Reference Form!

If you have any questions, please contact Student Engagement & Community Programs at studentengagement@ndm.edu