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 professional reference, please answer the questions below.

Student Name: ____________________________________________________________

Supervisor: ___________________ Organization/Office: ________________________

Organization Telephone: ____________________

Reference Questions:

1. What job position did the applicant hold in your organizations?

2. How long did he/she fill the position?

3. What were three of their key responsibilities?

4. Can you please comment on a few of their skills and personality traits? For example, was the candidate:
   - Dependable:
   - Organizational skills:
   - Ability to work with others:
   - Ability to work under pressure:

5. Is this a person you would re-hire?

6. 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.