Recommendation of Community Advisor/Community Development Assistant Applicant
Housing & Dining Northern Illinois University

Section I: To be completed by Applicant
Name of Community Advisor/CDA Candidate: ___________________________ Date: ____________

Recommendation category:
_____ Community Advisor
_____ NIU faculty, professional staff or graduate assistant.
_____ Current or former employer

Recommendations from other sources will not be considered.

Section II: To be completed by Reference
This person has applied for a Community Advisor or Community Development Assistant position with
the Housing & Dining. A Community Advisor lives in a residence hall with anywhere from 250-500
students. The CA’s primary responsibility is to act as a facilitator for this residence hall community and to
enhance the social, educational, intellectual and cultural development of the residents.

We appreciate your assessment of the applicant. Please be advised that applicants have the right to review
the content of their candidate file, which will include this recommendation form.

Please complete this evaluation and return it to:
Tam Klavenga
Housing & Dining
145 Neptune East
Northern Illinois University
DeKalb, IL 60115
815-753-9226 (Fax)

If this form is not received by the reference form due date listed at http://go.niu.edu/ca, this
candidate may be removed from the selection process.

In what capacity do you know the applicant? ________________________________

How well do you know the applicant?
_____ Know very well __ Know fairly well ___ General acquaintance ___ Do not know well enough to rate

Please rate the applicant in each of the following areas (N/A = unable to rate)

Assertiveness (Can approach others, willing to share a differing viewpoint)
_____ Outstanding ____ Good _____ Acceptable _____ Poor _____ Unacceptable ____ N/A
Comments:

Communication Skills (Displays good listening skills, effectively relays thoughts, feelings and
opinions both orally and in writing)
_____ Outstanding ____ Good _____ Acceptable _____ Poor _____ Unacceptable ____ N/A
Comments:
Concern for Others (Works well in groups, sensitive to issues of diversity, is empathic)

Outstanding ___ Good _____ Acceptable _____ Poor _____ Unacceptable ___ N/A

Comments:

Leadership Skills (Can draw others to action, involved in campus activities, knows how to follow)

Outstanding ___ Good _____ Acceptable _____ Poor _____ Unacceptable ___ N/A

Comments:

Decision-making Skills (Makes sound decisions, uses logical rationale, weighs alternatives and consequences)

Outstanding ___ Good _____ Acceptable _____ Poor _____ Unacceptable ___ N/A

Comments:

 Dependability and Conscientiousness (Follows through with assigned tasks, reliable, responsible, takes initiative)

Outstanding ___ Good _____ Acceptable _____ Poor _____ Unacceptable ___ N/A

Comments:

Positive Role Model (Consistency between words and actions, models and leads a healthy lifestyle)

Outstanding ___ Good _____ Acceptable _____ Poor _____ Unacceptable ___ N/A

Comments:

Adaptability/Flexibility (Adapts well to changing circumstances, works well under pressure, accepts differing viewpoints)

Outstanding ___ Good _____ Acceptable _____ Poor _____ Unacceptable ___ N/A

Comments:

Organization (Time management, ability to keep self and work clean and organized)

Outstanding ___ Good _____ Acceptable _____ Poor _____ Unacceptable ___ N/A

Comments:

Please comment on this applicant’s strengths:

Please comment on this applicant’s weaknesses:
Please add any additional comments:

_____ I would recommend this applicant for a C.A. position.
_____ I would recommend this applicant for a C.A. position with reservations
_____ I would not recommend this applicant for a C.A. position.

Signature of Person completing recommendation: ______________________ Date: ________

Name: __________________________________________________________________ Date: ________

Title/Occupation: __________________________ Phone: __________________________

Address: __________________________________________________________________