



NORTHWESTERN UNIVERSITY

PROFESSIONAL REFERENCE FORM

SUMMER PROGRAM 2009

617 Dartmouth Place • Evanston, IL 60208 • 847.491.8257
Summer Office: June 15 – August 12, 2009 • 847.467.2990

Since 1983, the Center for Talent Development (CTD) has been offering intensive academic programs for gifted students completing PreK through grade 12. CTD is accredited by the North Central Association of Colleges and Schools (NCA) and the Commission on International and Trans-Regional Accreditation (CITA). The programs challenge students through an advanced curriculum, create an environment that fosters interaction with intellectual peers, motivate students to meet high standards and take on challenges, and develop the academic and personal skills students need to be successful adults. The Summer Program serves approximately 3,300 students, and allows students completing grades 4 through 12 the opportunity to participate as residents or commuters.

Applicant: Please fill in your name and the positions for which you are applying and provide a copy of this form to three professional references. Candidates are considered after at least two references have been received.

Referrer: Please respond honestly to the following questions regarding this applicant. We ask that you respond to all of the questions to the best of your ability. We may contact you for elaboration on some responses, if necessary. An electronic version of this form is available at: <http://www.ctd.northwestern.edu/summer/jobs/>. Thank you for assisting us with our hiring process.

You may submit the reference by e-mail, fax, or mail.

E-mail: summer@ctd.northwestern.edu

Fax: 847-467-0880

Mailing address: CTD Summer Program
Staff Employment
617 Dartmouth Place
Evanston, IL 60208

Applicant Name: _____ **Position(s):** _____

Referrer Name: _____ **Position/Title:** _____

Organization/Work Place: _____ **Phone:** _____

Email: _____

How long have you known the applicant and in what capacity? _____

Form continues on reverse side

Please rate the applicant on the following qualities by checking the box that best reflects his/her skills.

Qualities	Exceptional	Average	Below Average	Not applicable
Responsibility				
Flexibility				
Professionalism				
Use of good judgment				
Initiative				
Organizational skills				
Communication skills				
Working as part of a team				
Decision-making under pressure				
Management of tasks in a fast-paced environment				
Response to emergencies				
Ability to manage stress				
Rapport with children				
Conflict resolution				
Personal integrity				
Attention to details				

1. Do you have any reservations about the applicant’s suitability for working with children? If you have reservations, please explain. Otherwise, please explain why you feel the applicant would succeed in the position he/she is applying for with the Summer Program.

2. For instructor, teaching assistant and residential teaching assistant positions: Describe your observations of the candidate’s teaching style and ability. How well versed is the candidate in his/her field?