

## CHAUTAUQUA INSTITUTION

### REFERENCE FORM FOR DORMITORY COUNSELORS

Please complete and return to:

Schools Office  
1 Ames Ave  
Box 1098  
Chautauqua, NY 14722  
Fax: 716-357-9014  
[smalinoski@ciweb.org](mailto:smalinoski@ciweb.org)

\_\_\_\_\_ is applying for a position as a Residence Hall Counselor at Chautauqua Institution and has cited you as someone we can ask for a recommendation. We would very much appreciate your frank responses to the questions below. Thank you for your time and thoughtfulness.

Residence Hall Counselors at Chautauqua provide cohesion, friendly understanding, fun and protection/discipline for their residents, who are summer school students. They attend to various odds and ends that help student residents get settled; they also enforce rules appropriate to Chautauqua and the student's age group, and are the student's first resource when a problem or need arises. The counselors acquaint first-time students with the spirit and purpose of Chautauqua, and with its facilities and programs. They help students become involved with Chautauqua – a cultural, educational, religious and recreational center that has been serving people of all ages since 1874.

1) Based on the above paragraph, what is your general appraisal of the applicant's suitability for the role of dorm counselor?

2) Solving problems that arise in a dorm requires insight into human nature and a tendency to look through a conflict to the human needs and wants behind it. To what extent does the applicant demonstrate this characteristic?

3) How well could this person enforce rules in the dorm, and what would his/her manner of enforcement be (authoritarian, respectful, wishy-washy, critical)?

4) Do you think the applicant is more likely to solve people's problems for them, ignore their problems, or assist them in solving their own problems?

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Your Name:

Date:

Street:

City:

State:

Zip Code:

Phone:

E mail:

Thank you again for your responses. If you are not sure you know the applicant well enough to influence our hiring decisions, let us know your reservations.