

**BETHLEHEM UNIVERSITY**  
**Reference Form**

\_\_\_\_\_, candidate for a teaching position  
in the Department of \_\_\_\_\_ has selected you as a reference for her/his credential  
file.

**Instructions:**

Bethlehem University is searching for individuals with a combination of qualities, which will enable them to function successfully in an institution of higher education located in an area of volatile political climate. Those qualities include: capacity to operate at a high level of activity and occasionally a high level of tension; ability to express her/himself well both orally and in writing; ability to use time both efficiently and productively; ability to cope with novel situations.

Please answer the questions on this and the following page as well as your knowledge of the candidate permits. We have tried to make this form as concise as possible; however please **BE SURE TO ANSWER QUESTION 6.**

Once completed, this Reference Form should be mailed to:

**Director of Human Resources**  
**P. O. Box 9 Fax: 972-2-2744440**  
**Bethlehem University**  
**Bethlehem, Palestine**

1. In what capacity have you known the candidate? \_\_\_\_\_  
\_\_\_\_\_

For how long? \_\_\_\_\_ How well do you know the candidate?  
\_\_\_\_\_ Very well \_\_\_\_\_ Fairly well \_\_\_\_\_ Not very well.

2. How would you rate the candidate in terms of initiative (eagerness to take the lead in new programs, to find out procedures and answers to questions, and to undertake tasks that need doing without waiting for the direction of others)?  
\_\_\_\_\_ High \_\_\_\_\_ Average \_\_\_\_\_ Low \_\_\_\_\_ Not observed.

3. How would you rate the candidate in terms of creativity (flexibility, ability to invent new approaches and alternative solutions to problems, ability to improvise in unfamiliar or unexpected situations)?  
\_\_\_\_\_ High \_\_\_\_\_ Average \_\_\_\_\_ Low \_\_\_\_\_ Not observed.

4. How would you rate the candidate in terms of capacity for coping with stressful situations (capacity for effective work under pressure, ability to handle conflicts)?  
\_\_\_\_\_ High \_\_\_\_\_ Average \_\_\_\_\_ Low \_\_\_\_\_ Not observed.

5. How would you rate the candidate in terms of ability to express her/himself both orally and in writing?  
\_\_\_\_\_ High \_\_\_\_\_ Average \_\_\_\_\_ Low \_\_\_\_\_ Not observed.

6. Please elaborate on the above answers and evaluate the candidate's outstanding traits and characteristics and professional interest, abilities, strengths, and weaknesses. Please be frank. All replies will be strictly confidential.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please type or print): \_\_\_\_\_

Present title or position: \_\_\_\_\_

Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_  
(Number and Street)

\_\_\_\_\_  
(City) (State) (Zip Code) (Country)

Business phone: \_\_\_\_\_  
(Area code) - (number)