

## Orientation Assistant Application

### Reference Letter Form

*Due on March 17, 2008*

*The following student has applied for an Orientation Assistant position with the Orientation Office. We are looking for excellent orientation leaders and appreciate your feedback. Please complete this form and return it confidentially in an envelope with your signature across the seal to: **Mary Schimley, Director of Orientation, Orientation Office, State Quad U-Lounge** or give it to the applicant.*

Student staff positions are available for next summer/academic year through the Orientation Office. Staff work with incoming freshmen, transfers and their parents by providing Orientation Planning Conferences--an opportunity for them to become acquainted with the University, faculty, staff, current students and one another. The OA (Orientation Assistant) is the freshman and transfer student group leader and assists in the Parents' Orientation Program.

Applicants must be **undergraduates** who will be enrolled at Albany in the fall. Some of the qualities of the successful applicant include: **excellent communication skills (especially verbal); maturity; enthusiasm; leadership; ability to: gain rapport quickly, attend to details, and work as part of a team.**

*Re: Applicant (Applicant must complete this section):*

Name: \_\_\_\_\_

Signature: (waives student right to review recommendation) \_\_\_\_\_

Address: \_\_\_\_\_

Phone : \_\_\_\_\_

*Re: Recommender (Applicant must complete this section):*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Recommender Completes this Section**

How long have you known the applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_

*Continue on next page*

Evaluate the applicant in the following areas on a scale from 1 - 5  
(1=poor, 2=below average, 3=average, 4=above average, 5=excellent)

**Communication Skills:**

Oral \_\_\_\_\_ Written \_\_\_\_\_ Public Speaking \_\_\_\_\_

*Comments/Examples:*

**Maturity:** \_\_\_\_\_

*Comments/Examples:*

**Motivation** \_\_\_\_\_ (ability to work unsupervised as well as part of a team, willing to  
"go beyond" the job description)

*Comments/Examples:*

**Leadership Potential:** \_\_\_\_\_

*Comments/Examples:*

**General comments:**

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Recommender's Signature

Date

Thank you for your assistance! Please return to Orientation Office, State Quad U-Lounge  
**by Monday, March 17.**