

Orientation Assistant Application Reference Letter Form

Due on March 1, 2012

*The following student has applied for a position with the Orientation Office. We are looking for excellent student leaders to become Orientation Assistants. 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 will work in one of two roles:

1. Group Leaders:

Students holding this position work directly with incoming students/families conducting meetings and tours and remain with students throughout their orientation. Group Leaders have overnight responsibilities during freshman programs. This is a highly visible position which requires public speaking.

2. Office Assistants:

Students holding this position work behind the scenes preparing mailings, assigning students to orientation sessions, preparing information packets for students/families. There is limited direct contact with incoming students as the majority of the work is organizational and administratively focused.

Applicants must be **undergraduates** who will be enrolled at UAlbany 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.**

Applicant Name: _____

Applicant Signature (waives student right to review recommendation):

Applicant Address: _____

Applicant Cell Phone: _____

Recommender Name: _____

Recommender Title: _____

Recommender Address: _____

Recommender Phone: _____

Recommender Completes this Section

How long have you known the applicant? _____

In what capacity? _____

Please 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	1	2	3	4	5	Comments
Oral	1	2	3	4	5	
Written	1	2	3	4	5	
Ability to speak public	1	2	3	4	5	
MATURITY	1	2	3	4	5	Comments
MOTIVATION	1	2	3	4	5	Comments
Organizational Skills	1	2	3	4	5	Comments
Attention to Detail	1	2	3	4	5	
Leadership Potential	1	2	3	4	5	Comments
Ability to work as part of a team	1	2	3	4	5	

Please circle one:

I *would /would not* hire this applicant for a high visibility, fast-paced office position in which excellent public relations skills are a must.

General Comments:

Recommender's Signature

Date

Thank you for your assistance!

Please return to Orientation Office, State Quad, U-lounge **by Thursday, March 1, 2012.**