

Orientation Assistant 2011 Application Reference Form

Applicant Name _____

The Family Education Rights and Privacy Act of 1974 gives students the right to inspect and review their confidential records unless that right is waived. In accordance with the law, all applicants must indicate whether they do or do not waive their rights to view letters of recommendations or evaluation forms that are part of the application process.

Please read the statement below carefully, and check the appropriate line:

I hereby waive the right to access this document. _____

I do not waive my right to access this document. _____

Signature _____ Date _____

To the reference:

The applicant is applying to be an Orientation Assistant (OA) during the summer of 2011. Orientation Assistant's play an important role in welcoming our new students and families to East Carolina University and representing the University. The position requires a huge amount of responsibility and dependability as well as the ability to be a role model to incoming students.

How long have you known the applicant? _____ In what capacity? _____

Please rate the applicant on the following characteristics based on the scale provided below:

	1-Poor	2-Fair	3-Average	4-Good	5-Excellent
Communication Skills	1	2	3	4	5
Customer Service Skills	1	2	3	4	5
Ability to work with others	1	2	3	4	5
Ability to work with diverse groups	1	2	3	4	5
Reliability/Dependability	1	2	3	4	5
Flexibility	1	2	3	4	5
Positive Attitude	1	2	3	4	5
Locating and Using Resources	1	2	3	4	5
Willingness to Accept Direction/Supervision	1	2	3	4	5

OVERALL EVALUATION (choose one)

Highly recommend Recommend Recommend with reservations Do not recommend

On the back of this page, please feel free to comment on any strengths or weaknesses you have observed in the applicant.

Recommender's Signature _____ Date _____

Recommender's name (please print) _____

Title _____ Telephone Number _____

Thank you for your assistance. If you have any questions, please call the First Year Center at 252-328-4173.
Return this form to the First Year Center, 210 Mendenhall Student Center, Greenville, NC 27858, by January 19, 2011.

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