

# Orientation Peer Assistant Recommendation Form

Office of First Year Experience

Applicant's Name: \_\_\_\_\_

Reference's Name: \_\_\_\_\_

Reference's Position: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Reference's Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY APPLICANT BEFORE  
GIVING TO REFERENCE:**

\_\_\_\_ I retain my right to review this reference after it has been completed.

\_\_\_\_ I give up my right to see this reference after it has been completed.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Signed

This student is applying for a position as an Orientation Peer Assistant in the Office of First Year Experience. S/he will be responsible for welcoming and communicating with students, parents, and guests. S/he will coordinate activities for new students/parents, communicate with faculty and staff, assist students with registering for classes, and serve as general representative of the University.

We would greatly appreciate your frank evaluation of this applicant. Please complete this form at your earliest convenience and return to the applicant or to **Melissa Iverson, Office of First Year Experience; Minnesota State University, Mankato; 10 Gage Center; Mankato, MN, 56001; by January 24, 2012.**

How well do you know this applicant? \_\_\_\_\_ Very well    \_\_\_\_\_ Rather well    \_\_\_\_\_ Casually    \_\_\_\_\_ Barely

*Please circle the phrase that best describes the applicant's behavior. If unknown, please write N/A. Your comments are also of the utmost importance.*

APPEARANCE:	flawless	well-groomed	generally neat	disheveled
ACADEMICS:	weak	satisfactory	strong	outstanding
DEPENDABILITY:	exceptional	usually dependable	requires supervision	irresponsible
RESOURCEFULNESS:	self-motivated	enthusiastic	has necessary drive	indifferent
PERSONALITY:	bland	pleasing	outgoing	magnetic
COOPERATION:	harmonious	cooperates willingly	usually cooperative	obstructionist
LEADERSHIP:	inspirational	able to take charge	good team member	incapable of leading
ATTITUDE:	enthusiastic	positive	generally acceptable	negative
COMMON SENSE:	lacking	needs experience	average	uses sound judgment
ORAL EXPRESSION:	eloquent	fluent	satisfactory	limited
INTEGRITY:	trustworthy	generally reliable	sometimes lacking	can't be trusted
OPENNESS:	oppositional	tolerant	accepting	embracing
TIMELINESS:	exceptional	dependable	somewhat tardy	lacking

What, in your estimation, is this person's greatest ability?

What, in your estimation, can this person improve upon?

Recommendation:    \_\_\_\_\_ Highly recommend    \_\_\_\_\_ Recommend    \_\_\_\_\_ Do not recommend

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

**Please add any additional comments you wish to share on the reverse side.**