

## 2012 STUDENT ORIENTATION PROGRAMS RECOMMENDATION FORM

Candidate's Name (print): \_\_\_\_\_

Position Applied for: 2012 Student Orientation Staff

**Candidate:** Choose one of the following statements and sign below. Failure to do so will result in this information being kept confidential.

\_\_\_\_\_ I RESERVE the right to review this document which is to be included in my candidate file; or

\_\_\_\_\_ I WAIVE the right to review this document which is to be included in my candidate file. This information will be kept confidential.

\_\_\_\_\_  
Signature of candidate

\_\_\_\_\_  
Date

### **To the Recommender:**

This candidate is applying for a position with the University of Oregon Student Orientation Staff.

The University of Oregon's Student Orientation Staff (SOS) is made up of a select group of fun, energetic, and reliable students who serve as official hosts to new students and their families during IntroDUCKtion and Week of Welcome. The primary goal of SOS is to help new students and their family members learn about the resources that will help with their transition to the university. This will include: answering questions, presenting information about student life, resources, programs and activities, and assisting with academic advising and course registration.

Qualified applicants are undergraduate students who are well-rounded individuals and can speak to their experience in multiple areas of campus life. Strong candidates will possess:

- Excellent written and oral communication skills;
- The ability to effectively present the positive attributes of the University of Oregon;
- Initiative, dependability, discipline, creativity, and self-confidence; and
- The ability to work well with others in a team environment.

**Please return this completed form in a *signed, sealed* envelope no later than Friday, February 3, 2012 to:**

**Cora Bennett  
Student Orientation Programs  
Suite 119, Ford Alumni Center - 5263 University of Oregon  
Eugene OR 97403-5263**

Name of Reference: \_\_\_\_\_ Position/Title \_\_\_\_\_

Department/Organization: \_\_\_\_\_ Phone or Email \_\_\_\_\_

What is your relationship with the candidate? \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Recommender

\_\_\_\_\_  
Date

Please rate the applicant on the following characteristics compared to his/her peers and based on the scale below.

5 = top 10%      4 = top 30%      3 = top 50%      2 = bottom 30%      1 = bottom 10%      X = no basis for opinion

_____	Displays a positive attitude	_____	Ability to work effectively with diverse groups
_____	Effective communication and interpersonal skills	_____	Problem-solving ability
_____	Potential for leadership development	_____	Ability to work independently
_____	Dependability	_____	Trustworthy
_____	Self-motivation	_____	Follow-through

**Please answer the following questions:**

1. Describe, to the best of your knowledge, the candidate's written and oral communication skills.

2. In your opinion, would this candidate be a good representative of the UO? Please elaborate.

3. Please list candidate's strengths and weaknesses in the context you know him/her.

4. Based upon my candid evaluation of this candidate, I:

- Highly recommend him/her
- Recommend him/her
- Recommend him/her with reservation(s) *please explain*
- Do not recommend him/her