

Undergraduate Admissions & First Year Experience
2009 ORIENTATION LEADER
Recommendation Form



Applicant Name (please print): _____

The above named applicant retains the right of access to this document unless s/he has signed the followed waiver:

I hereby waive any and all rights of access to this document which is to be included in my application file for the position of Orientation Leader. This waiver applies to the Family Educational Rights and Privacy Act of 1974, as amended, and any other similar legislation. I understand that this document may not be used for any purpose other than evaluation of my qualifications for employment.

Applicant signature: _____ **Date:** _____

To the evaluator: The applicant listed above is applying for the position of Orientation Leader at The Ohio State University. If chosen, this student would introduce entering students and their guests to Ohio State by leading discussion groups, assisting with academic scheduling sessions, and conducting campus tours. This position calls for a person with a high degree of maturity and flexibility, and one who has exhibited significant leadership ability. In order to assist the selection committee and to best benefit the applicant, please complete all components of this recommendation form – no additional reference letter is necessary.

Name of recommender: _____

Local phone: _____

E-mail: _____

I know this applicant:

Very well

Well

Casually

Please answer briefly the following questions:

In what context and for how long have you known the applicant?

What do you consider to be the greatest strengths of this applicant?

What qualities could this applicant improve upon?

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Please mark the appropriate response:

	HIGH				LOW	N/A
Makes a positive first impression	5	4	3	2	1	n/a
Sense of professionalism	5	4	3	2	1	n/a
Level of maturity	5	4	3	2	1	n/a
Capacity for flexibility	5	4	3	2	1	n/a
Communication skills	5	4	3	2	1	n/a
Ability to problem solve	5	4	3	2	1	n/a
Collaboratively contributes as part of a team	5	4	3	2	1	n/a
Takes initiative and demonstrates autonomy	5	4	3	2	1	n/a
Potential for leadership	5	4	3	2	1	n/a

Overall recommendation (please mark the continuum):

Strongly recommend

Do not recommend



Additional comments:

Completed recommendations for Orientation Leader applicants are due no later than
Friday, January 23, 2009

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