Reference Form for Orientation Leader Position
Becoming a Bulldog - Summer Orientation 2016

TO THE APPLICANT: Please complete this portion prior to giving the form to your reference. Remember that all references should be a member of Truman State University's faculty or staff, or a member of the Kirksville community.

Applicant Name (Please Print): __________________________________________________________________________________

I waive my right to see this reference form after it is completed. (Initial here) ______

Applicant Signature: ___________________________________________________________ Date: __________________________

TO THE REFERENCE: The above student is applying to be an Orientation Leader for the Summer Orientation Program. Orientation Leaders are students who interact with incoming students and their families during the orientation process. Due to the sensitive nature of the position, references will be used to help judge character and the ability of the applicant to succeed in the Orientation Leader role. If you do not know the applicant’s abilities in a particular area, please state “not observed” in that area. Feel free to attach separate sheets if you feel necessary.

Please return this form in person to the Admissions Office or online at http://wp-internal.truman.edu/ol, no later than 5:00 pm on Friday, January 15th. Thank you for your assistance and support of this process.

If you have any questions, please contact Justin Wilson at Jwilson@truman.edu or 660-785-4114.

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

5 = Exceptional
4 = Above Average
3 = Average
2 = Below Average
1 = Poor
N/O = Not observed, not applicable, or no knowledge of this behavior

_____ Positive commitment to Truman State University
_____ Effective communication and interpersonal skills
_____ Potential for leadership
_____ Integrity
_____ Ability to work well with, and relate to faculty, staff, students, parents and families
_____ Work ethic
_____ Time management skills

What sets this applicant apart from other students that you interact with?

Name of person submitting reference (please print): ______________________________________________

Title or Position: __________________________________________________________________________________________________________

Signature:________________________________________________________________________  Date:________________________