

Name of Applicant:

**CUSTOMS Staff Reference Form 2010**  
**Middle Tennessee State University**  
Deadline: Monday, November 9, 2009

Name of Reference \_\_\_\_\_

Position/Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

You have been selected as a reference by the applicant listed above, who is applying for the position of Student Orientation Assistant (SOA) for the 2010 MTSU CUSTOMS new student orientation program. This position is an important element in our orientation program because as a student leader, an SOA is responsible for:

- Implementing the summer orientation program with members of the MTSU faculty, staff and administration.
- Representing the university to new student and their families.
- Presenting information regarding university policies and procedures.
- Working independently and as a team member to ensure CUSTOMS remains a quality program for new students and their families.

The SOA position requires someone with a high degree of maturity, flexibility and leadership ability. This person also needs to communicate effectively with students, parents and staff. We appreciate your cooperation in completing this recommendation form with candid responses regarding your personal knowledge and insight about the candidate. Upon completion, please return this form to the Office of New Student and Family Programs, MTSU Box 61, Murfreesboro, TN 37132 or fax (615) 904-8047, by 4:30 p.m. on **Monday, November 9, 2009**.

**Student Orientation Assistant Rating Form**

1. Rating Form – Please circle the number that shows your opinion of this person.

	EXCELLENT	GOOD	FAIR	POOR	NO KNOWLEDGE
Ability to get along with others	4	3	2	1	X
Ability to manage emotions	4	3	2	1	X
Ability to set priorities	4	3	2	1	X
Consistency in carrying out duties	4	3	2	1	X
Use of good judgment in daily relations	4	3	2	1	X

## Student Orientation Assistant Rating Form Continued

	EXCELLENT	GOOD	FAIR	POOR	NO KNOWLEDGE
Personal appearance	4	3	2	1	X
Personal ethics	4	3	2	1	X
Reliability in accepting responsibility	4	3	2	1	X
Work quality	4	3	2	1	X
Ability to manage stress	4	3	2	1	X
Communication & presentation skills	4	3	2	1	X
Punctuality	4	3	2	1	X

2. In what ways have you known this person and for how long? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. What are your personal insights and general comments regarding this candidate? (feel free to use additional paper: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Would you hire this applicant?

YES \_\_\_\_\_ POSSIBLY \_\_\_\_\_ DOUBTFUL \_\_\_\_\_ NO \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

<p>NOTE:</p> <p><b>Applicant:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Signature of Applicant</p>	<p>This recommendation will be used only by orientation personnel and solely for the purpose of staff selection for summer orientation. The applicant does have the right to review this recommendation unless he/she has waived his/her rights of access.</p> <p><b>Please complete the following:</b></p> <p>I waive my right of access to review the completed reference form.</p> <p>I do not waive my right of access. Therefore, I may review the completed reference form.</p> <p>_____</p> <p>Date</p>
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