

WELLESLEY COLLEGE
OFFICE OF THE DEAN OF FIRST-YEAR STUDENTS

Student Orientation Coordinator
APPLICANT REFERENCE FORM

APPLICANT - Please complete top section and sign:

Name of applicant: _____ Class Year: _____ Phone Number: _____

"I waive my right to see this form after completion" _____

"I DO NOT waive my right to see this form after completion" _____

Applicant Signature: _____ If sending by email, an "X" on this line serves as your signature: _____

**Please return this reference form to the Office of the Dean of First-Year Students,
or send by e-mail to Ruth Samia no later than Friday, March 16, 2013 @ 4:30 pm.**

REFERENCE – The student named above is applying for the position of Student Orientation Coordinator at Wellesley College. **Please complete the following section:**

Reference Name, Title and Place of Employment: _____

Email address: _____ Phone number: _____

We are interested in your comments about the applicant. How long have you known this student, and in what capacity?

Based on your knowledge of the applicant, please circle or highlight a response to each item listed.

	Poor	Fair	Average	Good	Excellent	N/A
Oral Communication Skills	1	2	3	4	5	N/A
Written Communication Skills	1	2	3	4	5	N/A
Listening Skills	1	2	3	4	5	N/A
Approachability	1	2	3	4	5	N/A
Enthusiasm/Motivation	1	2	3	4	5	N/A
Ability to Handle Conflict	1	2	3	4	5	N/A
Initiative	1	2	3	4	5	N/A
Open Mindedness	1	2	3	4	5	N/A
Maturity	1	2	3	4	5	N/A
Willingness to Accept Direction	1	2	3	4	5	N/A
Dependability/Reliability	1	2	3	4	5	N/A
Organizational Skills	1	2	3	4	5	N/A
Knowledge of Campus Resources	1	2	3	4	5	N/A

Overall Comments (feel free to use an additional sheet or attach a separate letter):

Based on your knowledge of the applicant, please circle or highlight your recommendation below:

Strongly Recommend **Recommend** **Recommend with Reservations** **Do Not Recommend**

Reference Signature: _____ Date: _____

If sending by email, an "X" on this line serves as your signature: _____