



Orientation Leader Reference Form

Office of New Student Programs
 1100 LSA Building, 500 South State Street
 Ann Arbor, MI 48109-1382
 (734) 764-6413/onsp@umich.edu

To the Applicant	Name:	
	1. Please type or print clearly in ink. 2. You have the right to read the reference form completed by each of your references. If you wish to waive this right, please sign the waiver below before having this form completed. 3. Give this form to someone who can assess your potential success as an Orientation Leader.	
	"I hereby waive my right to inspect the following written evaluation and attachments of continuation. I understand that I am not required to waive this right as a condition for employment."	
	Signature:	Date:
	Completed forms for which you have waived your right of review should be sent directly to the Office of New Student Programs or submitted in a sealed and signed envelope.	
To the Reference	Name:	
	Title:	
	Phone #:	E-mail address:
	You may choose to complete this form on-line at http://onsp.umich.edu/faculty_staff/ Thank you for taking the time to complete an evaluation of this applicant for employment with the Office of New Student Programs at the University of Michigan. Please make an honest judgment of the qualities this candidate possesses for effective work with university faculty/staff, new students and their parents. A complete job description is available on-line at http://onsp.umich.edu/faculty_staff/ . Your candid and objective responses to the following questions will help to evaluate the candidate in areas difficult to assess in the interview process. Feel free to attach additional pages if necessary.	
	How long have you known the applicant?	
	In what capacity?	
	Cooperation and ability to work with groups: Address this applicant's attitude and ability to work with others. What role(s) have you witnessed him/her playing in group interaction? Is s/he receptive to suggestions and criticism?	
	Responsibility: Address the degree to which this person is dependable, prompt, and conscientious.	
Interpersonal relationships: Address the applicant's ability to relate to and create a positive first impression for students, parents, faculty, and administrators. What is the applicant's quality of communication with various groups?		

Sensitivity: Comment on the applicant's openness to diverse populations. In what ways is the applicant an appropriate role model for other students in this area? How is the applicant open to new ideas?

Motivation and initiative: Discuss how this applicant motivates others, is a self-starter or initiator. Does the applicant assume responsibility and display positive leadership?

Maturity: Comment on the applicant's maturity level and sense of professionalism. Rate the applicant's level of assertiveness.

Decision-making and problem solving: Discuss how the applicant handles high-pressure circumstances. Is s/he able to think clearly, maintain decorum, and use sound judgment during stressful situations?

Based on your knowledge of the applicant, as well as the type of position for which s/he is applying, please indicate your overall recommendation of how this person will function in this position:

- Highly Recommend
- Recommend
- Recommend with reservations:
- Do not recommend

Signature:

Date:

If the applicant has waived their right of review: Please fax the completed reference form to (734) 764-6291 or return to the applicant in a sealed envelope with your signature across the seal.

Otherwise: You may return the reference form as listed above or directly to the applicant.

References must be received by February 16. Thank you!