**O-Team**

**Recommendation Form**

*Applicant: Please type or print.*

Applicant Name (*Applicant please print*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby \_\_waive \_\_\_do not waive my right of access to this reference document.

*(check one)*

Signature of the Applicant Date

The applicant is applying to be a/an (*check one*) [ ] Orientation Leader [ ] Spanish Translator/OL [ ] Captain

**Person Completing Recommendation** (*please print/type*):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please review the questions below. Using the scale of 1-5 (1= applicant exhibits unacceptable levels of this characteristic/quality compared to other Orientation Team members with whom I have worked, 5 = applicant exhibits superior levels of this characteristic/quality compared to other UIS students with whom I have worked). Put an **X** in the appropriate rating for each of the areas listed below when considering the candidate for this position.

*Please complete both sides of the recommendation form*.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Superior** | **Very Good** | **Average** | **Below Average** | **Unacceptable** | **Not Able to Evaluate** |
| 1. Builds rapport with students | 5 | 4 | 3 | 2 | 1 | N/A |
| 2. Demonstrates sensitivity to others and respect for diversity | 5 | 4 | 3 | 2 | 1 | N/A |
| 3. Demonstrates a positive and energetic attitude towards the University of Illinois Springfield | 5 | 4 | 3 | 2 | 1 | N/A |
| 4. Expresses herself/himself in a clear and concise manner | 5 | 4 | 3 | 2 | 1 | N/A |
| 5. Demonstrates potential for leadership | 5 | 4 | 3 | 2 | 1 | N/A |
| 6. Possesses the necessary level of maturity for the O-Team position and to represent the University | 5 | 4 | 3 | 2 | 1 | N/A |
| 7. Has demonstrated to you that she/he understands the responsibility of the position | 5 | 4 | 3 | 2 | 1 | N/A |
| 8. Is considered to be punctual, reliable, and conscientious | 5 | 4 | 3 | 2 | 1 | N/A |
| 9. Demonstrates patience and flexibility when presented with challenges | 5 | 4 | 3 | 2 | 1 | N/A |
| 10. Has demonstrated the ability to think about a problem from different viewpoints, consider alternatives, and apply the best solution. | 5 | 4 | 3 | 2 | 1 | N/A |

- Turn Over -

In your written recommendation, please address how you think the candidate: meets the overall O-Team and position criteria and will perform her/his duties in that position. (Position description at [go.uis.edu/Apply2bOL](http://go.uis.edu/Apply2bOL))

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person submitting reference (please print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

**Send recommendation forms to Director of New Student Orientation and Parent Relations Lisa McGuire, MS UHB 1080 or scanned with signature and emailed to** [**lmcgu2@uis.edu**](mailto:lmcgu2@uis.edu)

– no later than 5 p.m. on Friday, May 29 at 5 p.m.