

UNIVERSITY OF COLORADO AT BOULDER
ORIENTATION LEADER RECOMMENDATION FORM

Priority Deadline: **Monday, 5 dfj`& , 2014**, Regent Hall, room 1B80, UCB 143

Please print:

NAME OF APPLICANT:

APPLICANT PHONE #:

NAME OF RECOMMENDER:

ORGANIZATION/BUSINESS:

POSITION/TITLE:

ADDRESS:

TELEPHONE:

Your name has been given as a reference by the applicant listed above, who is applying for a position as an Orientation Leader at the University of Colorado at Boulder. These positions are a fundamental and important part of our programs, both in terms of preparation and facilitation. Students who are selected as Orientation Leaders are asked to introduce and represent CU-Boulder to new students and their families.

Orientation Leader Duties:

- Preparing for weekly or twice-weekly orientation sessions for over 2500 people
- Presenting information and providing assistance both in the office and at programs
- Working independently and as a team member in order to provide accurate and complete information in a professional and friendly manner.

Orientation Leader Desired Qualities:

- High degree of maturity and flexibility
- Experience with significant levels of leadership and responsibility
- Ability to communicate effectively with a diverse range of students, parents

Your cooperation in completing the reverse side of this recommendation form is an important element in the applicant's overall application. Please respond candidly while offering your personal knowledge and insight about the applicant.

Please return this form by March 3, 2014 (in order for the candidate to meet the priority review deadline) to:

Maria Spoon
Office of Orientation
Campus Box 143
Boulder, CO 80309-0143
303-735-1562
Fax: 303-735-0387

APPLICANT: *Please be sure to sign the back of this form and indicate whether you want to waive your right of access to review your recommendation before you give this form to your recommender.*

OVER

Please write in the space provided below. If you need additional space, or would like to type your comments, feel free to attach a separate piece of paper.

My personal insights and general comments regarding the applicant are as follows:

Would you hire this applicant? YES PROBABLY DOUBTFUL NO

What is your relationship to the applicant?

How long have you known the applicant?

Signature of Recommender

Date

You may type your signature or insert an electronic signature.

Note: This recommendation will be used only by orientation personnel and solely for the staff selection process for orientation leaders. The applicant does have the right to review this recommendation (Buckley Amendment) unless he/she has waived their right of access below.

APPLICANT: Please indicate one of the following:

I DO waive my right of access to review this completed recommendation.

I DO NOT waive my right of access, therefore I may review the completed recommendation.

Signature of applicant

Date

You may type your signature or insert an electronic signature.

The University of Colorado at Boulder is committed to diversity and equality in education and employment.