



ORIENTATION LEADER RECOMMENDATION FORM

APPLICANT INFORMATION

(To be completed by applicant)

Applicant Name: _____
(last) (first) (mi.)

P# _____

Present Address: _____

College Phone _____

E-Mail : _____

The following statement is the applicant's wish regarding this recommendation.

- I waive my right to inspect the contents of this recommendation.
 I do not waive my right to inspect the contents of this recommendation.

Applicant Signature

Date

RECOMMENDATION

(To be completed by recommending party)

How long and in what capacity have you known the applicant?

What do you consider to be the applicant's outstanding talents or strengths?
(Include the student's ability to make decisions, use independent thinking and to complete projects.)

What do you consider to be the applicant's major liabilities or weaknesses?

Please carefully assess the applicant in the following areas. In making your assessment, compare the applicant to other individuals you have known who have similar levels of experience and education:

	Superior (Top 5%)	Good (75-95%)	Average (50-75%)	Poor Below 50%)	Unknown
Positive commitment to SUNY Potsdam					
Scholastic achievement					
Intellectual ability					
Ability to analyze a problem and formulate a solution					
Oral communication skills					
Written communication skills					
Leadership					
Creativity					
Ability to work effectively with others (including faculty, staff, and students)					
Cooperation					
Dependability					
Motivation					
Self-discipline					
Initiative					
Integrity					

Your overall assessment of the applicant's ability to serve in the position of Orientation Leader.

Recommend without reservation

Recommend with reservation

Highly Recommend

Do not recommend

Please feel free to include any additional comments that you believe would be helpful in assisting the review committee.

Signature: _____ Date: _____

Please print name: _____

Position: _____ Phone: _____

Please return completed form no later than December 16th to:

*Office of Student & Family Transitions
SUNY Potsdam
128 Sisson Hall
Potsdam, NY 13676
315-267-2735*

Thank-you