

## FACULTY/STAFF RECOMMENDATION FORM

### Orientation Coordinator Application

New Student Orientation 2012

Student Activities

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

**Instructions to the applicant:**

**Recommendation forms are due on March 21, 2012.** It is the applicant's responsibility to make sure that the recommendation form is returned to Student Activities (MC 4201) or e-mailed to [brittany.chin-lee@pepperdine.edu](mailto:brittany.chin-lee@pepperdine.edu) by the above date.

**Name of person completing recommendation (print)** \_\_\_\_\_

Under the terms of the Family Educational Rights and Privacy Act of 1974, applicants have the right to review evaluations. Please indicate whether you wish to retain or waive this right

- I wish to WAIVE my right to review this recommendation.
- I wish to RETAIN my right to review this recommendation.

**Instructions to the individual completing the recommendation:**

Thank you for taking the time to provide your feedback and insight regarding the applicant listed on this form. Please complete this recommendation form and return it to Student Activities c/o Brittany Chin-Lee (MC 4201) or e-mail to [brittany.chin-lee@pepperdine.edu](mailto:brittany.chin-lee@pepperdine.edu) by March 21, 2012. Thank you in advance for your time in completing this form.

Each year Student Activities selects students to be New Student Orientation Coordinators. The goal of this position is to provide assistance to the incoming students while supporting Pepperdine's Christian Mission. The Coordinators are required to provide leadership, mentorship, and/or guidance to their incoming peers as well as serve as mentors and leaders to our team of Orientation Leaders.

Based on your knowledge of the applicant, assess the following attributes using the scale below.

- 1** – Outstanding – In the top 5% of students
- 2** – Above average – In the top 25% of students
- 3** – Average
- 4** – Below Average – In the lower 25% of students
- U** – Unknown

ATTRIBUTE	1	2	3	4	U
Academic performance					
Initiative					
Interpersonal Skills					
Reliability					
Emotional Stability					
Ability to work effectively as a member of a team					
Productivity/Timeliness of work					
Social Leadership					
Exemplifies Christian lifestyle					
Assertiveness					
Follows directions					
Communication skills					
Compliance to Pepperdine's conduct policies					
Your Overall Rating					

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

Please describe the applicant's strengths for this position.

Please comment on the areas where the applicant needs to grow.

We would appreciate your additional comments.

Your Name (please print) \_\_\_\_\_

Signature/Date \_\_\_\_\_

Position \_\_\_\_\_

**Thank you for your contribution to the process of selecting the future Orientation Coordinators. Please return this information to Student Activities (MC 4201) or e-mail to [brittany.chin-lee@pepperdine.edu](mailto:brittany.chin-lee@pepperdine.edu) by March 21, 2012.**