

Please return to address on the
back by April 13, 2018

Transfer Liaison Recommendation

The Center for Student Development/State University of New York at New Paltz

Transfer Liaisons at the State University of New York at New Paltz are responsible for communicating information, providing counsel, enforcing College regulations and policies, and orienting new students to the College. As College Officials, Transfer Liaisons are charged with the responsibility of acting as good role models for students. As a result of your relationship with the candidate, you may be able to supply important information regarding the candidate's character and personal qualities which we might not obtain from the application materials or from the interview process.

Candidate's Name: _____

I request that _____ complete this form in reference to my candidacy for a Transfer Liaison position.

Under the provision of the Family Educational Rights and Privacy Act (FERPA):

I have retained my right of access to this reference. I have waived my right of access to this reference.

Date: _____ Candidate's Signature: _____

Reference's Name: _____

Relationship to Candidate: _____

1. Please indicate how well you know the candidate, how long, and in what capacity.

2. The Rating Process: Please make an honest appraisal of this person's abilities to work effectively as an Transfer Liaison. Rate each characteristic by checking the response which most accurately describes the applicant.

A. Personal Qualities	Excellent	Above Average	Average	Below Average	No Opportunity To Observe
Reliability/Dependability.	_____	_____	_____	_____	_____
Maturity	_____	_____	_____	_____	_____
Flexibility/Adaptability.	_____	_____	_____	_____	_____
Initiative	_____	_____	_____	_____	_____
Enthusiasm	_____	_____	_____	_____	_____
Creativity/Resourcefulness	_____	_____	_____	_____	_____
Sensitivity toward feelings & circumstances of others.	_____	_____	_____	_____	_____
Emotional Stability.	_____	_____	_____	_____	_____
Integrity	_____	_____	_____	_____	_____
Communication Skills.	_____	_____	_____	_____	_____
Honesty	_____	_____	_____	_____	_____
School Spirit.....	_____	_____	_____	_____	_____

B. Job Related Abilities: Several aspects of the Transfer Liaison's staff responsibilities are listed below. Please rate the candidate's ability to:

Establish trust and respect among self & others	_____	_____	_____	_____	_____
Solve problems & resolve conflicts.	_____	_____	_____	_____	_____
Enforce College policies & procedures.	_____	_____	_____	_____	_____
Work well with others	_____	_____	_____	_____	_____
Maintain balance between personal relationships & job responsibilities.	_____	_____	_____	_____	_____
Assess needs of others	_____	_____	_____	_____	_____
Maintain confidentiality.	_____	_____	_____	_____	_____
Build rapport with peers.	_____	_____	_____	_____	_____
Follow through on tasks.....	_____	_____	_____	_____	_____

1. Based upon your knowledge of the candidate and your knowledge of the Transfer Liaison position, comment on the following areas:

A. The candidate's strengths:

B. The candidate's areas of improvement:

2. Would you recommend this individual for a Transfer Liaison position? (Please check one)

_____ Recommend _____ Recommend with Reservation _____ Do Not Recommend

Please explain your reasoning for your choice:

3. Please indicate (in the space below) any comments which may allow us to become more familiar with the candidate. Feel free to elaborate here on any of your previous responses.

I, the reference writer, submit this statement in full accord with the conditions set forth by the candidate on this form.

Signature

Date

Name (please print)

Phone #

Position

Address

Please return this form to:

**The Center for Student Development, SU 301
State University of New York at New Paltz
1 Hawk Drive
New Paltz, New York 12561-2443
(845) 257-3617 (fax)
Scan & email to studev@newpaltz.edu**

**Questions? Please call
(845) 257-3088
Thank you!**