Welcome Center Reference Form

This form is being given to you by a student who is applying for a Welcome Center Greeter position.

The primary responsibilities of the position are:

- Answering Phones
- Greeting walk-in visitors
- Selling parking passes
- Managing displays and literature racks
- Providing information such as directions, academic and culture offerings, and event details

Please complete this form and return it through inter-office mail or by fax no later than March 4th to:

Paige Olscamp · Office of Undergraduate Admission · Hopfer Admission Center · Fax: (845) 257-3209

Reference Name: ____________________________ Title: ____________________________

Department: __________________________________________________________________

Student Name: __________________________________________________________________

In what capacity do you know this student, and how long? ____________________________

Please rate the student in the following areas

1 = Poor  2 = Fair  3 = Good  4 = Excellent  N/C = No Comment

1. Motivation  1  2  3  4  N/C
2. Written Skills  1  2  3  4  N/C
3. Oral Skills  1  2  3  4  N/C
4. Contribution to the college  1  2  3  4  N/C
5. Trustworthiness  1  2  3  4  N/C
6. Ability to work with others  1  2  3  4  N/C
7. Work Ethic  1  2  3  4  N/C
8. Organization  1  2  3  4  N/C
9. Ability to speak in front of groups  1  2  3  4  N/C
10. Willingness to learn new things  1  2  3  4  N/C

Would you recommend this student for a Welcome Center position?

Highly Recommend
Recommend with reservation
Recommend
Recommend with reservation
Do not recommend

Please add any additional comments on a separate page.