

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 •
- 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 email or inter-office mail **no later than March 4th** to:

Paige Olscamp • Office of Undergraduate Admission • Hopper Admission Center
• **Email: olscampp@newpaltz.edu** •

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

Recommend with reservation

Do not recommend

Please add any additional comments on a separate page.