

# 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 5th** to:

**Kimberly Gallagher · 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

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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? Please add any additional comments on a separate page.

Highly Recommend

Recommend

Recommend with reservation

Do not recommend