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

Recommend with reservation  Do not recommend

Please add any additional comments on a separate page.