



# KEAN

## Orientation Staff 2020 Applicant Reference Form

### TO THE APPLICANT:

Please provide the information requested below and complete and sign the statement below before requesting a recommendation from a qualified evaluator. In accordance with the Family Education Rights Privacy Act of 1974, you have the right to review this recommendation. If you wish to have this evaluation considered confidential between the evaluator and the Kean University Orientation Staff Search Committee, check the appropriate box and sign.

Applicant Name: \_\_\_\_\_ Kean ID Number: \_\_\_\_\_

I waive my right to review this reference.  I do **NOT** waive my right to review this reference.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### TO THE EVALUATOR:

This student is applying to become a staff member for Kean University's summer New Student Orientation (NSO) program. NSO is a two-day, overnight event for all new incoming freshman students that will give the new students the experience of living in a residence hall, an the ability to navigate the campus, register for classes, find out about campus support services, and meet classmates. Orientation staff are upper-class Kean University students who are primarily responsible for conveying information to new students about Kean University programs and services and assitsting with all orientation activities and helping facilitate the adjustment of new students to the campus community. We would appreciate your assessment of the applicant to aid us in the review process.

1. How long have you known the applicant? \_\_\_\_\_ How well do you know the applicant? Very Well \_\_\_ Moderately Well \_\_\_ Slightly \_\_\_

2. What has been your relationship to the applicant? (check as many as apply) Undergraduate Faculty \_\_\_ Graduate Faculty \_\_\_  
Program Advisor \_\_\_ Supervisor \_\_\_ Student Group Advisor \_\_\_ Coworker \_\_\_ Other (please specify) \_\_\_\_\_

3. Characteristics	Truly Exceptional (top 1%)	Outstanding (top 5%)	Above Average	Average	Below Average	Unable to Judge
<b>KNOWLEDGE AND CREATIVITY</b>						
Has a broad perspective						
Produces innovative ideas						
Is intensely curious						
<b>COMMUNICATION SKILLS</b>						
Speaks in a clear, organized and logical manner						
Writes with precision and style						
Speaks in a way that is interesting						
Organizes writing well						
<b>CULTURAL COMPETENCY</b>						
Demonstrates respect and appreciation for all cultures						
Awareness of intercultural dynamics						
<b>TEAMWORK</b>						
Supports the efforts of others						
Behaves in an open and friendly manner						
Works well in group settings						
Gives criticism/feedback to others in a helpful way						
<b>RESILIENCE</b>						
Accepts feedback without getting defensive						
Works well under stress						
Can overcome challenges and setbacks						
Works extremely hard						
<b>PLANNING AND ORGANIZATION</b>						
Sets realistic goals						
Organizes work and time effectively						
Meets deadlines						
Makes plans and sticks to them						
<b>ETHICS AND INTEGRITY</b>						
Maintains high ethical standards						
Is worthy of trust from others						
Demonstrates sincerity						
<b>OVERALL SUMMARY EVALUATION OF APPLICANT</b>						

If you have additional comments about this applicant that you feel would valuable for the Orientation Staff Search Committee to know, please feel free to attach additional sheets.

Printed Reference Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ (Required) Date: \_\_\_\_\_

**Upon completion, please send this form in a sealed envelope to the Kean University Orientation Staff Search Committee, c/o Scott Snowden, Director, Center for Leadership and Service, MSC Room 219, 1000 Morris Avenue, Union, NJ 07083**

All student applications and reference forms must be received by 2 p.m. Friday, February 21, 2020