Aide Application REFERENCE FORM

*2014-2015 Academic Year*

***Instructions:*** The student named below is applying for an Aide job through the Office of Cultural & Academic Transitions at Michigan State University. When the recommendation form has been completed, please return the form to the applicant in a sealed envelope with your signature over the seal. The application deadline is **Friday, January 10, 2014**

Applicant’s Name

How long and in what capacity have you known the applicant?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please check the appropriate box for the information below. Please compare this applicant to other students you know.***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Excellent  (4) | Above Ave  (3) | Average  (2) | Poor  (1) | Not Applicable | COMMENTS |
| PERSONAL |  | | | | |  |
| Emotional Maturity |  |  |  |  |  |  |
| Honesty |  |  |  |  |  |  |
| Reliability |  |  |  |  |  |  |
| Level of Cooperation |  |  |  |  |  |  |
| Social Awareness |  |  |  |  |  |  |
| MOTIVATION |  | | | | |  |
| Attitude |  |  |  |  |  |  |
| Initiative |  |  |  |  |  |  |
| Punctuality |  |  |  |  |  |  |
| Willingness to learn |  |  |  |  |  |  |
| Eagerness to learn |  |  |  |  |  |  |
| COMPETENCIES |  |  |  |  |  |  |
| Creativity |  |  |  |  |  |  |
| Decision Making |  |  |  |  |  |  |
| Leadership potential |  |  |  |  |  |  |
| Ability to work on a team |  |  |  |  |  |  |
| Ability to work with diverse individuals |  |  |  |  |  |  |
| Planning abilities |  |  |  |  |  |  |
| Organization |  |  |  |  |  |  |
| Resourcefulness |  |  |  |  |  |  |
| COMM SKILLS |  |  |  |  |  |  |
| Public Speaking |  |  |  |  |  |  |
| Written |  |  |  |  |  |  |

From your observations, please comment on the applicant’s strengths and areas that need improvement.

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***Please feel free to include an additional letter if you feel it is appropriate.***

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Reference Signature Date

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Reference Name (Printed) Title/Occupation

May we contact you if we have questions regarding your reference?

□ NO □ YES, my number/email is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Thank you for taking time out to complete a reference for this applicant***

***for we highly value your feedback about this applicant*.**

*If you have any questions, please contact the*

*Mosiac Multicultural Unity Center at: 517.432.7153*