

Aide Application REFERENCE FORM

2010-2011 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 25, 2008 at 5pm.**

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.

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

Reference Signature

Date

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
Office of Cultural & Academic Transitions at: 517.353.7745.*