ACE Mentor
Recommendation Form

The person requesting your recommendation is applying for a position as a Peer Mentor in the ACE Summer Institute, a pre-orientation program for first-generation and ALANA students. Your personal evaluation would be helpful in our decision-making process. The position involves working closely with several campus stakeholders, (i.e. students, faculty and administrative departments).

Please complete this form and/or submit a letter of reference and return it directly to Shauna Rigaud, Coordinator, Office of Academic Advancement, Corner House. All application materials are kept confidential and due by Monday, March 31, 2014. Thank you for your assistance.

____________________________________________________________

PART 1: To be completed by the APPLICANT

Applicant’s Name: ___________________________ Box # ______________

Reference person’s name: _____________________ Position:___________________

Choose one of the following:

☐ I hereby waive my right to have access to the information provided in this reference.

_____________________________________________________

Signature of applicant

☐ I do not waive my right to have access to the information provided in this reference.

_____________________________________________________

Signature of applicant

PART 2: To be completed by the REFERENCE

How long have you known the applicant? ______________________________________________________________

In what capacity have you known the applicant? __________________________________________________________

(TURN OVER)
Please comment candidly on the characteristics listed below. You may use this form, attach a separate piece of paper or provide a letter of recommendation. Be as specific as possible in filling out this evaluation and use examples where possible.

COMMUNICATION SKILLS: (The ability to listen to, interpret and articulate ideas)

LEADERSHIP: (The ability to assume leadership roles in an effective and responsible manner)

ADMINISTRATIVE SKILLS: (organized, dependable, prompt, conscientious and detail-oriented)

SENSE OF COOPERATION: (work with others on a team, adaptability, open-mindedness, ability to accept feedback)

MATURITY: (good judgment, patience, emotional stability, ability to make unbiased decisions)

SENSITIVITY: (Approachability, respectful of different lifestyles/personalities, open-mindedness, ability to relate positively to people of different backgrounds, attitudes and experiences)

PERSONALITY/CHARACTER: (Warmth, sense of humor, patience, integrity)

CHECK ONE:
☐ Highly Recommend ☐ Recommend with Reservation
☐ Recommend ☐ Do Not Recommend

ADDITIONAL COMMENTS:

Signature__________________________________________ Date __________________

Print Name_________________________________________

Phone # ___________________________ Best time to reach you _________________

Clark Address (if applicable)_________________________