

**Ringling College of Art and Design
2019 ORIENTATION LEADER
REFERENCE FORM**

Part A: (to be completed by applicant)

Name of Applicant (last, first, middle): _____

Name and Title of Evaluator: _____

Relationship to Applicant: _____

E-mail: _____ Phone: _____

Part B: (to be completed by evaluator)

To assist the Office Student Life in its selection of the Orientation Leaders for fall 2019, please provide an honest appraisal regarding the strengths and weaknesses of the above named student. Please return this form in a sealed envelope with your signature across the seal **to the student**, who must submit the reference with his/her application by **Wednesday, April 3rd at 4:30pm.**

Orientation Leaders will:

- encourage new student participation in all orientation activities
- acquaint new first-year and transfer students with the College
- serve as positive representatives of the College to new students and their parents
- answer students' and parents' questions about social and academic aspects of College life
- be aware of incoming students' apprehensions and developmental needs
- assist with preparation of orientation materials and activities
- facilitate small group interactions on various topics during orientation
- work closely as a member of a team of Orientation Leaders
- **HAVE FUN!**

Please circle the most appropriate rating below.

1 = well below average 2 = below average 3 = average 4 = above average 5 = well above average

Maturity	1	2	3	4	5	Professional work ethic	1	2	3	4	5
Responsibility	1	2	3	4	5	Speaks well in front of others	1	2	3	4	5
Sound judgment	1	2	3	4	5	Prioritizes multiple tasks	1	2	3	4	5
Flexibility	1	2	3	4	5	Works well under pressure	1	2	3	4	5
Positive attitude	1	2	3	4	5	Gets along well with others	1	2	3	4	5
Leadership potential	1	2	3	4	5	Communicates enthusiasm about Ringling	1	2	3	4	5

OVERALL RATING: 1 2 3 4 5

Additional comments (including how well you know the applicant):

Evaluator Signature

Date