Bradley University
Student Aide
Reference Form

TO BE COMPLETED BY APPLICANT

Name of Applicant: ____________________________________________________

Name of Reference: _________________________ Relationship to Applicant: ______________

Please note: This reference may be viewed by the applicant unless the applicant waives the right of access.

Right of waiver: I waive my right of access to this form. (Applicant, please circle choice; then sign and date. Most applications waive the right, meaning you are not able to view the reference)

YES NO

Signature: _______________________________ Date: __________________

REMAINDER SHOULD BE FILLED OUT BY YOUR REFERENCE

To the Evaluator: This student is applying for the position of Student Aide within the Orientation Office, not to be confused with the tour guides in Undergraduate Admission. If chosen, this student would work extensively with students coming to Bradley in the Fall of 2022 and their family members and/or supporters. They may also be working with incoming transfer students in completing the required steps to register for fall classes and co-teaching EHS 120, the University Experience course. You can assist us in the selection process by using the rating scale below to assess the following areas:

(Written comments enhance our understanding of the candidate’s qualifications.)

<table>
<thead>
<tr>
<th>Rating</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>No basis for judgment</td>
<td>Unacceptable</td>
<td>Average</td>
<td>Excellent</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

_____1. Ability to manage time, follow established procedures, and adhere to a schedule.
Comments:

_____2. Ability to make decisions and solve problems.
Comments:

_____3. Ability to deal with stressful situations
Comments:

_____4. Ability to make oral presentations to groups in-person or remotely.
*Comments:

_____5. Ability to communicate effectively on a one-to-one basis in-person or remotely.
*Comments:

_____6. *Potential to project a positive image of Bradley University.*
*Comments:

_____7. Ability to work well with those of alternate backgrounds, lifestyles, and interests.
*Comments:

_____8. Ability to be friendly yet professional with instructors, co-workers and authority figures.
*Comments:

_____9. Potential for overall effectiveness as a Student Aide.
*Comments:

Date: __________ Signature of Evaluator _________________________________________

Reference forms must be submitted to:
Colleen Splitter, Talent Acquisition Specialist
Human Resources
Sisson Hall – Room 239
(309) 677-3287
csplitter@fsmail.bradley.edu

ALL REFERENCES MUST BE RECEIVED WITHIN
24 HOURS OF YOUR IN-PERSON INTERVIEW