**Note to applicant:** Please read this form and give it to a reference (other than a friend, family member or someone professionally associated with the Orientation office). It is recommended that you follow up with each reference to be sure the **4:30pm Friday, January 26th, 2018** deadline is met.

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**Bradley University**

**Student Aide**

**Reference Form**

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**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 recommendation. (Applicant, please circle choice; then sign and date.)

YES  NO

Signature: _______________________________ Date: ______________________

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**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. If chosen, this student would work extensively with students coming to Bradley in the Fall of 2018 and their family members and/or guests. They will also be working in the Academic Success Center throughout the year helping students read their U-Achieve Degree Audit, providing some basic scheduling assistance and facilitating workshops. The topics for these workshops will vary from time management to study skills and how to be a good learner. 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>

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**Rating**

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

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

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3. Ability to deal with stressful situations.
   Comments:

4. Ability to make oral presentations to groups.
   Comments:

5. Ability to communicate effectively on a one-to-one basis.
   Comments:

6. Ability to project a positive image of Bradley University.
   Comments:

7. Ability to work well with persons of alternate backgrounds, lifestyles, and interests.
   Comments:

8. Ability to be friendly yet professional.
   Comments:

9. Potential for overall effectiveness as a Student Aide.
   Comments:

Date: __________ Signature of Evaluator _____________________________________________

Reference forms must be submitted to:
David Trillizio, Director
Orientation and Advisement
Sisson Hall 141
1501 W. Bradley Ave Peoria IL 61625
Phone: 309-677-2420
Fax: 309-677-2419
By 4:30pm, Friday, January 26th, 2018