

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). **References are not required for a 1st round interview.** Should you be selected to continue past 1st round, you will need the references completed and turned in for your in-person 3rd round interview.

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 (S.T.A.R.) in Undergraduate Admission. If chosen, this student would work extensively with students coming to Bradley in the Fall of 2023 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.)

0	1	2	3	4	5
No basis for judgment	Unacceptable		Average		Excellent

Rating

____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.
Comments:
- ____ 5. Ability to communicate effectively on a one-to-one basis.
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:
David Trillizio, Director, Orientation Sisson Hall 141
1501 W. Bradley Ave Peoria IL 61625
Phone: 309-677-2420
orientation@fsmail.bradley.edu