Evergreen/Messina Evergreen 2013
Reference Form

APPLICANT NAME: _____

I, the applicant:

☐ **reserve the right to request the review of this reference letter.**

☐ **waive my right to request the review of this reference letter.**

_____ _____

Applicant Signature **Date**

The applicant has applied for a position as an Evergreen (orientation leader) within the Office of Student Engagement. To aid the selection committee in reviewing the qualifications of candidates, two references are being solicited.

The Evergreen staff works to support first-year students through their academic, social and personal transition to Loyola. Evergreens provide guidance and support to the students through their participation in the summer and fall orientations, and maintain contact with their group of students during the fall semester. The staff uses their diverse interests, backgrounds, and open attitudes to ease first-year students into their new environment, and to serve the Loyola community. The Evergreens serve every member of the incoming class and other student leaders with passion, enthusiasm and integrity, and work to build a stronger community on campus in any way that they can.

Specifically, an Evergreen should be able to:

- Serve as a support and resource person for a group of new students, following up on their progress, issues and concerns throughout the year.
- Serve as a positive role model for incoming students and as an outstanding member of the Loyola University Maryland community.

On behalf of the Office of Student Engagement and the Evergreen program, thank you for taking time to fill out this reference for our candidate. Please complete the following form, attach it to this page, and email to sscalzo@loyola.edu or return in a signed and sealed envelope to the Office of Student Engagement, 4th Floor Student Center. This reference form is due by January 18, 2013. Applications submitted without a reference will not be considered.

A complete position description is available upon request. Please contact the Office of Student Engagement (x2032) for more information.

Evergreen/Messina Evergreen 2013
Reference Form

(To be filled out by Reference)

Name of Applicant:_____

Name of Reference:_____

Relation to Applicant:_____

How long have you known the applicant?_____

*Please rate the applicant's ability in the following areas. You may include any comments or additional information below or on a separate sheet.

1: excellent **2: good** **3: poor** **4. no basis to judge**

____**Ability to work with others**

____**Ability to take initiative**

____**Ability to work hard, beyond what is necessary**

____**Openness to try new things**

____**Ability to work with a large group**

____**Openness to diversity of culture, background, language, etc.**

____**Organizational skills**

____**Leadership skills**

____**Ability to grow**

- **Please indicate a key your unique quality of the applicant that you feel would contribute to their success as an Evergreen:**

- **Please indicate one area in need of personal development**

Overall recommendation of the student to the Evergreen Staff (check one)

Highly Recommend ☐ Recommend ☐ Recommend with Hesitation ☐ Do Not Recommend ☐

_____ _____ _____

Signature Title Date