Thank you for your interest in the First Year Experience Program’s Orientation and First-Year Seminar Student Leader positions. We are excited to begin the selection of our leaders. Collectively, these positions are responsible for introducing and acclimating first-year and transfer students to Western Michigan University.

Optional Informational Meetings

Monday, November 10 @ 8:00 p.m. – Room 157, Bernhard Center
Thursday, November 13 @ 7:00 p.m. - Room 204, Bernhard Center
Tuesday, November 25 @ 8:00 p.m. - Room 208, Bernhard Center

Application Deadline

Friday, December 12th, 2008 @ 5:00 p.m.

Get more information online

www.wmich.edu/fye

Return Applications to the First-Year Experience Programs Office, 2070 Seibert Administration Building

First Year Experience Programs
269-387-2167
orientation@wmich.edu

Western Michigan University is an equal opportunity/affirmative action employer. Dates subject to change without notice.
RESPONSIBILITIES:
- Facilitate small groups of new students and parents.
- Provide support and assistance to Academic Advisors.
- Acquaint new students with the campus services, activities, and facilities.
- Aid in the development of class schedules and assist in the registration process.
- Assist in the development and implementation of orientation activities.
- Encourage the development of institutional pride.
- Assist in preparing 9,000 student and parent packets of information.
- Be a positive role model to incoming students.
- Assist with Orientation Office duties.
- Complete a formal evaluation of the Orientation Program.
- Participate in fall activities including: Final Freshman and Spring Orientation.

QUALIFICATIONS:
- 2.3 minimum grade point average at the time of application and during employment.
- Undergraduate student.
- Good disciplinary standing with the University.
- Excellent communication skills.
- Ability to relate well with students, parents, faculty, and administrators.
- Commitment to Western Michigan University.
- Demonstrated interest in helping others.
- Good organizational skills and flexibility.
- Enrolled on campus during Fall, 2009.
- Ability to work as an effective and productive team member.
- Commitment to diversity.
- Physically able to perform in an intense work environment (with reasonable accommodations.)

COMPENSATION:
- Approximately $3,400 in compensation (before taxes)
- Orientation Housing from May 6 - June 31
- Room and board from June 1 through July 6 in Residence Hall

TIME COMMITMENT:
- Leader Training class during month of May.
- (Orientation Leaders are not permitted to be enrolled in any courses or hold another job during the Summer I semester.)
- Work Freshman/Parent Orientation in May/June/July.
- Required to live in Orientation Housing (May 6-31), and the residence halls during the June program (June 1 - July 6), acting as a mentor and a Residence Hall Staff member while the first-year students are on campus.
- Participate in the Final Freshman Orientation Program in August.
- Attend all official Orientation functions (receptions, banquet, group pictures, picnics, etc.)

APPLICATION PROCESS:
- Applications must be submitted by candidate and 2 reference forms and letters must be submitted by the evaluators no later than 5 p.m., December 12, 2008. (First-Year Experience Programs, 2070 Seibert Administration Building).
- Sign up for a group interview at the time of application.
FIRST-YEAR SEMINAR LEADER
JOB DESCRIPTION

RESPONSIBILITIES:
- Foster an environment that helps first-year students feel connected to WMU.
- Serve as a positive role model for new students entering WMU by remaining committed to excellence, integrity, communication, and teamwork.
- Serve as student facilitator and mentor for assigned student group.
- Facilitate small groups with new students and parents.
- Promote positive relationships between new students, faculty and staff.
- Promote and plan activities that educate students academically, socially, and personally.
- Familiarize new students with campus buildings, services and resources.
- Become a Fall Welcome ambassador and attend Fall Welcome training and Fall Welcome week.
- Be flexible with regards to working hours and conditions.
- Other duties as assigned and by request.

QUALIFICATIONS:
- Must understand and believe in the goal and objectives of the First-Year Experience Programs and Western Michigan University.
- Must display a positive attitude and enthusiasm for Western Michigan University and be knowledgeable of its history, services and resources.
- Must be available to participate in all training sessions.
- Must be reliable, energetic, responsible and a flexible team player.
- Must display strong communication and leadership skills.
- Must be able to interact in large and small group settings with diverse groups of people (students, parents, staff and faculty members).
- Must follow the WMU Student Code of Conduct including the alcohol and drug policies as well as the additional standards of abstaining from alcohol and drugs during FYE sponsored events.
- Demonstrate interest in helping others.
- Commitment to diversity.
- Must have a cumulative grade point average of 2.3 or above.
- Must not be on disciplinary or academic probation.

COMPENSATION AND BENEFITS:
- $1000 for Fall Semester
- Develop leadership experience
- Develop employment skills and career opportunities
- Develop networking relationships with faculty, staff and other students
- Early move in time for the fall semester
- Provided with First-Year Experience staff shirts

TIME COMMITMENT:
- Attend and actively participate in the First-Year Seminar and Fall Welcome training sessions.
- Attend your scheduled weekly First-Year Seminar.
- Attend all official First-Year Seminar functions.

APPLICATION PROCESS:
- Application must be submitted by candidate and 2 references forms and letters must be submitted by the evaluators no later than 5 p.m., December 12, 2008 (First-Year Experience Programs, 2070 Seibert Administration Building).
- Sign up for a group interview at the time of application.

Keep for your records
## First-Year Seminar 2009 Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 10</td>
<td>Optional Informational Meeting</td>
<td>8:00 - 10:00 p.m.</td>
</tr>
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<td>7:00 - 9:00 p.m.</td>
</tr>
<tr>
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</tr>
<tr>
<td>December 12</td>
<td>Application Deadline</td>
<td>5:00 p.m.</td>
</tr>
<tr>
<td>January 26</td>
<td>Group Interviews</td>
<td>6:00 - 9:00 p.m.</td>
</tr>
<tr>
<td>January 27</td>
<td>Group Interviews</td>
<td>6:00 - 9:00 p.m.</td>
</tr>
<tr>
<td>January 28</td>
<td>Group Interviews</td>
<td>6:00 - 9:00 p.m.</td>
</tr>
<tr>
<td>January 29</td>
<td>Group Interviews</td>
<td>6:00 - 9:00 p.m.</td>
</tr>
<tr>
<td>January 30 – Feb. 2</td>
<td>Positions offered via e-mail</td>
<td></td>
</tr>
</tbody>
</table>

### Dates Listed Below Will Be MANDATORY

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 19</td>
<td>Co-Facilitator Orientation Meetings</td>
<td>12:00-1:00 p.m.</td>
</tr>
<tr>
<td>March 20</td>
<td>Co-Facilitator Orientation Meetings</td>
<td>5:30 - 6:30 p.m.</td>
</tr>
<tr>
<td>April 3 (Friday)</td>
<td>Game Night</td>
<td>5:30 – 7:30 p.m.</td>
</tr>
<tr>
<td>May</td>
<td>Training Session I</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>Training Session II</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>Fall Welcome Ambassador Training (Student Leaders only)</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>Kick-Off Meeting</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Facilitator Staff Meeting (Time TBD)</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>Facilitator Staff Meeting (Time TBD)</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>Facilitator Staff Meeting (Time TBD)</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>Facilitator Staff Meeting (Time TBD)</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>FYS End of Semester Celebration!</td>
<td>2:00-4:00 p.m.</td>
</tr>
</tbody>
</table>

*Keep for your Records*
**Orientation 2009 Dates**

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<tr>
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<td>Group Interviews</td>
<td>6:00 - 9:00 p.m.</td>
</tr>
<tr>
<td>Jan. 30 – Feb. 2</td>
<td>Notifications by Phone</td>
<td></td>
</tr>
<tr>
<td>February 2-6</td>
<td>Candidates Sign Contracts</td>
<td></td>
</tr>
</tbody>
</table>

**Dates Listed Below are MANDATORY**

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<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, February 20</td>
<td>Orientation Kick-Off</td>
<td>5:00 - 8:00 p.m.</td>
</tr>
<tr>
<td>Friday, March 20</td>
<td>Orientation Meeting (C.V.C.)</td>
<td>5:30 - 7:30 p.m.</td>
</tr>
<tr>
<td>Friday, April 3</td>
<td>Orientation Meeting (C.V.C.)</td>
<td>5:30 - 7:30 p.m.</td>
</tr>
<tr>
<td>Friday, April 17</td>
<td>Orientation Meeting (C.V.C.)</td>
<td>5:30 - 7:30 p.m.</td>
</tr>
<tr>
<td>Friday, May 1</td>
<td>Orientation Leaders Move into Orientation Housing</td>
<td></td>
</tr>
<tr>
<td>May 1 - May 2</td>
<td>Begin Orientation Training</td>
<td></td>
</tr>
<tr>
<td>May 4 - May 29</td>
<td>Leader Class</td>
<td>8:30 - 5:00 p.m.</td>
</tr>
</tbody>
</table>

* Note - Some evenings and weekends will be added during May and June *

<table>
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<tr>
<th>Date</th>
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</tr>
</thead>
<tbody>
<tr>
<td>May 7-8</td>
<td>Adventure Centre Ropes Course Training</td>
</tr>
<tr>
<td>May 27</td>
<td>WMU Day in Lansing</td>
</tr>
<tr>
<td>June 1 – July 1</td>
<td>14 Freshman &amp; Parent Orientation Sessions</td>
</tr>
<tr>
<td>July 6</td>
<td>Orientation Clean-up</td>
</tr>
<tr>
<td>July 7</td>
<td>Orientation Banquet</td>
</tr>
<tr>
<td>July 9 (tentative)</td>
<td>Orientation Leaders Move out of Residence Halls</td>
</tr>
<tr>
<td>August (T.B.A)</td>
<td>Final Freshman Orientation</td>
</tr>
</tbody>
</table>

* Note - Failure to attend the above meetings/events could result in termination *

Western Michigan University is an equal opportunity/affirmative action employer. Dates subject to change without notice.
2009 Orientation Student Leader and First-Year Seminar Leader Application

Please read and give the attached reference forms to faculty or full-time staff members (not R.A.s or Graduate Assistants) who know you well enough to respond to the listed items. If you are a first-year student, you may give these forms to community college or high school personnel.

Please type or clearly print.

Full Name:________________________________ WIN#:________________________________
First Name You Preferred To Be Called:

Home address: ______________________________________________________________
Campus address: ____________________________________________________________
Home phone: (        )_______________ Local/Campus phone: (        )________________
Year in school:   Fr. So. Jr. Sr. Curriculum:_____________________________________
    Student Athlete
    Lee Honors College Student
    Transfer Student (if yes, from where? ________)
Major(s):________________________________________ Minor(s):____________________
E-mail address: _______________________________________________________________
Anticipated graduation month & year:_____________ GPA: (min 2.30 required) __________

Mark the appropriate box:
    Orientation Student Leader    First-Year Seminar Leader    Both

Please respond to questions 1-6 on a separate sheet of paper (please type).
1. Explain why you would like to be an Orientation Student Leader, First-Year Seminar Leader, or both. Discuss the qualities that you possess that would make you successful in the position(s).
2. What is your perception of the role(s) of an Orientation Student Leader, First-Year Seminar Leader based on the responsibilities provided in the application? What is one responsibility you are looking forward to and what is one that will challenge you? Why?
3. List and briefly describe two strengths and two weaknesses.
4. List your most recent leadership experiences.
5. What are your plans after graduation and how will being involved in the First-Year Experience Programs assist you in those plans?
6. List the names of two full-time WMU faculty or staff members (no Resident Assistants) who will be submitting your letter of recommendation and reference form. If you are a first-year student at WMU, you may use high school or community college personnel for your references.
7. Please attach a one-page resume to this application.

I have read and understand the attached responsibilities, requirements, and time commitments. I have read the sample employment agreement and agree to uphold all items if hired. I certify that the information herein is accurate to the best of my knowledge. You have my permission to verify my grade point average and disciplinary standing.

APPLICATION DEADLINE
Friday, December 12, 2008 (by 5 P.M.)                            Signature of Applicant

Submission of applications prior to the December 12 deadline is strongly recommended.
I, __________________________ agree to employment as an Orientation Student Leader for the 2009 year. The First Year Experience Programs are committed to the following values and ethical standards. As an Orientation Student Leader, I understand, support and will adhere to the following values and ethical standards.

I will:

- Be directly responsible to all members of the orientation staff, including the student orientation coordinators, professional team members and, ultimately, the orientation coordinator.
- Fulfill the responsibilities and duties outlined in the Orientation Student Leader Job Description.
- Perform all job responsibilities and functions as expected by my immediate supervisor and the program.
- Respect the confidentiality of student records and other records in this position. Inappropriate and unauthorized disclosure of student records data is grounds for immediate dismissal.
- Respect the confidentiality of information shared among the Orientation Staff.
- Serve as a member of the Orientation Team and contribute in positive ways to its cohesiveness and success.
- Abide by all WMU policies [including those stated in the Undergraduate Catalog and Student Code of Conduct and those created and enforced by the Office of Residence Life and Office of Admissions & Orientation.]
- Maintain an appropriate professional relationship with all incoming students.
- Ensure that conduct and dress reflect positively on my position as a staff member.
- Wear clothing that promotes the ideals of character, citizenship and civility, and refrain from wearing clothing that promotes alcohol, drugs, cigarettes or other colleges/universities.
- Neither directly nor indirectly promote the use of alcoholic beverages.
- Regardless of my age, refrain from possessing or consuming alcohol (especially while in any WMU housing) while my orientation employment agreement is in effect. I understand that this policy applies to any orientation function or program, including transportation to and from such events.
- Demonstrate the appreciation of diversity in culture, ethnicity, disability, gender roles, economic class, religion, and sexual orientation.
- Discuss academic issues with orientation attendees in a non-biased fashion. I will communicate to incoming students that I can only provide an opinion based on experience related to an instructor’s lecture and test style. I agree to refer students to their academic advisor for formal advising.
- Promote all options and opportunities at WMU [i.e. I will promote all residence halls, not just the halls I lived in; I will promote all student organizations at WMU, not just organizations of which I am a member].
- Speak positively about WMU and other colleges/universities.
- Promote the WMU Bookstore (in the Bernhard Center) as the bookstore of choice.
- Attend all orientation training sessions, programs, events, briefings, meetings and official functions unless specifically excused by the Coordinator of Orientation in advance.
It is understood that I am:

- Required to maintain at least a 2.30 GPA through the end of Spring 2009 Semester. Grades will be reviewed following the semester. Failure to meet this requirement will result in termination of employment.
- Required to live in Orientation Housing during the Summer Orientation Program and must abide by all rules and regulations established by The First-Year Experience Programs, Dean of Students Office, Office of Student Conduct, and Office of Residence Life.
- Required to attend the 2009 Leader Training Class.
- Required to complete a formal evaluation of the Orientation Program.
- Aware that if I am terminated from or willingly leave the OSL position, the remaining portion (pro-rated amount by day) of the food stipend will be billed to my student account.

Upon completion of all expected duties and participation in all designated Orientation Programs, remuneration for this position will consist of the following:

- Bi-weekly Summer Compensation……………………………….….. $3,400
- Orientation Room and Board provided…………… May 2 – July 8
- TTP & Final Freshman Orientation (late August)

In accordance with the WMU Student Employment Policy, I will not hold any other paying position at the University. I also understand that I am not eligible to hold a position on or off campus during the May through July period.

It is also understood that this contract will remain in force during the period specified above provided I fulfill the duties and responsibilities stated in my job description to the satisfaction of the Coordinator of Orientation. Failure to abide by the departmental expectations and policies in the Undergraduate Catalog/ WMU Student Code may result in dismissal. I understand that conditions in The First-Year Experience Programs may necessitate a change in policies and procedures and I agree that I will uphold and abide by all decisions of the Coordinator of Orientation and The First-Year Experience Programs.

Employee Name (PRINT)

__________________________________________________
Employee Signature

__________________________________________________
Date

Western Michigan University is an equal opportunity/affirmative action employer. Dates subject to change without notice.
First-Year Seminar Leader
Employment Agreement & Code of Conduct

Sample Page 1

I, ____________________________, agree to employment as a First-Year Seminar Leader for the 2008-09 year. The First-Year Experience Programs are committed to the following values and ethical standards. As a First-Year Seminar Leader, I understand, support and will adhere to the following values and ethical standards.

I will:

- Be directly responsible to all members of the First-Year Experience staff, including the student coordinators, professional team members and, ultimately, the First-Year Experience director.
- Fulfill the responsibilities and duties outlined in the First-Year Seminar Leader Job Description.
- Perform all job responsibilities and functions as expected by my immediate supervisor and the program.
- Respect the confidentiality of student records and other records in this position. Inappropriate and unauthorized disclosure of student records data is grounds for immediate dismissal.
- Respect the confidentiality of information shared among the First-Year Experience staff.
- Serve as a member of the First-Year Experience team and contribute in positive ways to its cohesiveness and success.
- Abide by all WMU policies [including those stated in the Undergraduate Catalog and Student Code of Conduct and those created and enforced by the First-Year Experience office.]
- Maintain an appropriate professional relationship with all incoming students.
- Ensure that conduct and dress reflect positively on my position as a staff member.
- Wear clothing that promotes the ideals of character, citizenship and civility, and refrain from wearing clothing that promotes alcohol, drugs, cigarettes or other colleges/universities.
- Neither directly nor indirectly promote the use of alcoholic beverages.
- Regardless of my age, refrain from possessing or consuming alcohol on campus (including any WMU apartment or residence hall) during Fall Welcome. I understand that this policy also applies to any First-Year Experience function or program, including transportation to and from such events.
- Demonstrate the appreciation of diversity in culture, ethnicity, disability, gender roles, economic class, religion, and sexual orientation.
- Discuss academic issues with First-Year Experience attendees in a non-biased fashion. I will communicate to incoming students that I can only provide an opinion based on experience related to an instructor’s lecture and test style. I agree to refer students to their academic advisor for formal advising.
- Promote all options and opportunities at WMU [i.e. I will promote all residence halls, not just the halls I lived in; I will promote all student organizations at WMU, not just organizations of which I am a member].
- Speak positively about WMU and other colleges/universities.
- Promote the WMU Bookstore (in the Bernhard Center) as the bookstore of choice.
- Attend all First-Year Experience training sessions, programs, events, briefings, meetings and official functions unless specifically excused by the First-Year Experience coordinator in advance.
It is understood that I am:

- Required to maintain at least a 2.30 GPA through the end of the fall semester. Grades will be reviewed following the semester. Failure to meet this requirement will result in termination of employment.
- Required to attend the First-Year Seminar Leader training.
- Required to complete a formal evaluation of the First-Year Seminar Program.

Upon completion of all expected duties and participation in all designated First-Year Experience programs, remuneration for this position will consist of the following:

Salary for the Fall Semester……………………………………………………………………..$1,000

*This amount will be paid out bi-weekly over the course of the semester.

It is also understood that this contract will remain in force during the period specified above provided I fulfill the duties and responsibilities stated in my job description to the satisfaction of the director of the First-Year Experience Programs. Failure to abide by the departmental expectations and policies in the Undergraduate Catalog/ WMU Student Code may result in dismissal. I understand that conditions in the First-Year Experience Programs may necessitate a change in policies and procedures and I agree that I will uphold and abide by all decisions of the director of the First-Year Experience Programs regarding such changes.

Employee Name (PRINT)

__________________________________________________
Employee Signature

__________________________________________________
Date:

__________________________________________________

Western Michigan University is an equal opportunity/affirmative action employer. Dates subject to change without notice.
2009 Orientation Student Leader & First-Year Seminar Leader
Reference Form

Section to be Completed by Applicant Prior to Distribution to Evaluator

Name of Applicant: __________________________________________________ Phone: _________________________

The Family Educational Rights and Privacy Act of 1974 provides the student with a right of access to this form. This right may be waived, but no school or person can require the student to waive this right. Check a statement and sign below.

o I waive my right to review this reference form.
o I do not waive my right to review this reference form.

Signature of Applicant: ________________________________________________ Date: _________________________

To the Evaluator:

This student is applying for a leadership position under the First-Year Experience Programs. If chosen, this student would help entering students set a foundation for college success; provide information on University services, and resources; and create an environment for establishing relationships. You can assist in the selection process by completing this form. Return form directly to the First-Year Experience Office.

Name of Evaluator: __________________________________________________ Phone:_________________________

How long have you known the applicant: ___________ In what capacity: _________________________

I know this applicant o Very Well o Well o Casually o Not well enough to evaluate

Personal Characteristics: Check up to five descriptions that apply to the candidate.

o Accepting of others o Confused o Excitable o Mature o Reserved
o Aggressive o Conscientious o Flippant o Motivated o Responsive
o Ambitious o Cooperative o Friendly o Obstinate o Rigid
o Analytical o Creative o Honest o Openminded o Sincere
o Approachable o Deceptive o Immature o Organized o Tactful
o Articulate o Decisive o Impatient o Outgoing o Tempermental
o Believable o Dependable o Insightful o Patient o Tentative
o Caring o Emotional o Insincere o Positive attitude o Tolerant
o Charismatic o Enthusiastic o Judgmental o Practical o Understanding
o Confident o Ethical o Logical o Quiet o _______________

Abilities

Use the scale to assess the following skills.

5=Excellent  4=Good 3=Average  2=Fair  1=Unacceptable  NA=No basis on which to evaluate

___ Ability to manage time.
___ Ability to solve problems.
___ Ability to relate well with students, parents, faculty and administrators.
___ Ability to speak in front of small and large groups.
___ Ability to communicate effectively on an individual basis.
___ Ability to listen and follow directions.
___ Ability to present a positive image of WMU.

General Comments. Please be specific.

Areas of Growth. Required. Please list at least 2.

Please feel free to make any additional comments about this applicant on the back of this form.

I o Do not recommend o Recommend with reservations o Do recommend o Strongly recommend the applicant.

Evaluator Signature: _____________________________________________ Date: _______________________________

Evaluator must return this Reference Form by Friday, December 12, 2008 to The First-Year Experience Office, 2070 Seibert Administration Building, Kalamazoo, MI 49008-5211 Fax 269-387-2096

Western Michigan University is an equal opportunity/affirmative action employer. Dates subject to change without notice.
2009 Orientation Student Leader & First-Year Seminar Leader
Reference Form

Section to be Completed by Applicant Prior to Distribution to Evaluator

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  o I waive my right to review this reference form.
  o I do not waive my right to review this reference form.

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Name of Evaluator: _____________________________________________ Phone:_________________________
How long have you known the applicant: ___________ In what capacity: _________________________
I know this applicant o Very Well o Well o Casually o Not well enough to evaluate

Personal Characteristics: Check up to five descriptions that apply to the candidate.
  o Accepting of others  o Confused  o Excitable  o Mature  o Reserved
  o Aggressive  o Conscientious  o Flippant  o Motivated  o Responsive
  o Ambitious  o Cooperative  o Friendly  o Obstinate  o Rigid
  o Analytical  o Creative  o Honest  o Openminded  o Sincere
  o Approachable  o Deceptive  o Immature  o Organized  o Tactful
  o Articulate  o Decisive  o Impatient  o Outgoing  o Tempermental
  o Believeable  o Dependable  o Insightful  o Patient  o Tentative
  o Caring  o Emotional  o Insincere  o Positive attitude  o Tolerant
  o Charismatic  o Enthusiastic  o Judgmental  o Practical  o Understanding
  o Confident  o Ethical  o Logical  o Quiet  o ___________________

Abilities: Use the scale to assess the following skills.
5=Excellent  4=Good  3=Average  2=Fair  1=Unacceptable  NA=No basis on which to evaluate
____ Ability to manage time.
____ Ability to solve problems.
____ Ability to relate well with students, parents, faculty and administrators.
____ Ability to speak in front of small and large groups.
____ Ability to communicate effectively on an individual basis.
____ Ability to listen and follow directions.
____ Ability to present a positive image of WMU.

General Comments. Please be specific.

Areas of Growth. Required. Please list at least 2.

Evaluator must return this Reference Form by Friday, December 12, 2008 to
The First-Year Experience Office, 2070 Seibert Administration Building, Kalamazoo, MI 49008-5211 Fax 269-387-2096

Please feel free to make any additional comments about this applicant on the back of this form.
I o Do not recommend  o Recommend with reservations  o Do recommend  o Strongly recommend the applicant.

Evaluator Signature: _______________________________ Date: _______________________________