



**Western Oregon University**  
**Orientation PLUS Team**  
**Peer Advisor**  
**Reference Form**



**Note to Applicant:**

Please read this form and give it to a reference who can adequately respond to your ability and potential as a PLUS Team Peer Advisor.

**To the Evaluator:**

\_\_\_\_\_ has applied for a Peer Advisor position on the orientation Peer Leader Understanding Students (PLUS) team at Western Oregon University. As a peer advisor, she/he will introduce entering students and their families to WOU during SOAR and New Student Week by leading discussion groups, assisting students with the advising and registration process, conducting campus tours, and providing students with information on adjusting to college life.

**Please note:** The Buckley Amendment allows students the right to see her/his personal records unless the applicant has waived that right. This reference may be viewed by the applicant. The applicant's signature below constitutes a waiver; no signature means the student will have the right to read this reference.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

Please use the following rating scale to assess the following areas:

1	2	3	4	5
<b>Unacceptable</b>		<b>Average</b>		<b>Excellent</b>

\_\_\_\_\_ Ability to manage time and finish tasks on time.  
 Comments:

\_\_\_\_\_ Ability to make decisions and solve problems.  
 Comments:

\_\_\_\_\_ Ability to deal with stressful situations.  
 Comments:

\_\_\_\_\_ Ability to relate well with students, parents, faculty, and staff.  
 Comments:

\_\_\_\_\_ Attention to detail in their work.  
 Comments:

\_\_\_\_\_ Ability to communicate effectively one-to-one.  
Comments:

\_\_\_\_\_ Ability to work well in a team environment.  
Comments:

\_\_\_\_\_ Ability to lead a small group of peers and present information.  
Comments:

\_\_\_\_\_ Ability to represent a positive image of WOU to incoming students and families.  
Comments:

\_\_\_\_\_ Ability to work well with people with diverse backgrounds, lifestyles, and interests.  
Comments:

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**Overall Recommendation (Check one – please give your most accurate assessment):**

\_\_\_\_\_ Outstanding applicant (*very hireable at this time*)

\_\_\_\_\_ Strong applicant (*high potential with training*)

\_\_\_\_\_ Acceptable applicant (*hireable; some concerns*)

\_\_\_\_\_ Weak applicant (*many concerns; much training may resolve these concerns*)

\_\_\_\_\_ Unacceptable applicant (*not hireable at this time*)

Comments:

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How long have you known applicant: \_\_\_\_\_  
How well do you know the applicant? (5 = very well, 3 = casually, 1 = acquaintance) \_\_\_\_\_

Signature of reference \_\_\_\_\_ Title \_\_\_\_\_

Print Name of Reference \_\_\_\_\_ Date \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

**Reference forms due: Tuesday, January 31, 2012**

**Please send the reference forms back in an envelope marked CONFIDENTIAL to  
Megan Habermann, Assistant Director of Student Leadership & Activities  
Western Oregon University, 345 N. Monmouth Ave., Monmouth, OR 97361.**

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