Candidate’s Name: ________________________________________________________

This student is applying for the position of Orientation Leader for the Hamilton College 2004 New Student Orientation program. Responsibilities for the position include: assisting with administrative tasks; serving as a small group discussion leader with students; working as a guide and source of information about the College and its academic programs and services; and assisting with program development, implementation, and evaluation.

Your input is vital in supplying important information which we may not necessarily obtain from the application materials or from the interviewing process. Please be as candid as possible with your responses. If you have any additional questions about the New Student Orientation program or the Orientation Leader position, do not hesitate to contact the Student Activities Office, 315/859–4194. Please return this form no later than Friday, April 2nd, c/o Student Activities office. Thank you.

1. Please indicate how well you know this candidate and in what capacity.

2. Please comment on this candidate’s qualifications for an Orientation Leader position.
3. What do you perceive to be the most outstanding personal qualities that she or he can contribute to the New Student Orientation program?

4. Please indicate your overall recommendation of this candidate by circling one of the following:

   strongly recommend  recommend  questionable  do not recommend

Signature: ___________________________ Date: ___________________________

Name: ___________________________ Position: ___________________________

   please print

Address: ____________________________________________________________

Telephone: ___________________________

PLEASE RETURN THIS FORM NO LATER THAN FRIDAY, APRIL 2, 2004 TO:

Office of Student Activities
Hamilton College
198 College Hill Road
Clinton, NY 13323

THANK YOU FOR YOUR ASSISTANCE.