

# PEER ADVISOR REFERENCE FORM

## ADVISING AND TESTING CENTER

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Name of Applicant: \_\_\_\_\_ School/Major: \_\_\_\_\_

Name of Reference: \_\_\_\_\_ Reference Phone: \_\_\_\_\_

Position/Title: \_\_\_\_\_

How long have you known the applicant, and in what capacity?

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Summer orientation is the process of assisting new students through the transition necessary for a successful collegiate experience. Peer Advisors facilitate this process by providing new students with an introduction to the campus and its resources, assisting them with placement testing and registration, and acting as a representative of Indiana University of Pennsylvania. Selection to become a Peer Advisor is an honor and a rewarding opportunity for personal and professional growth. Each year, the Advising and Testing Center selects a group of mature and dedicated undergraduate student leaders to assist with implementing university orientation programs.

The person listed above is applying for a position as a Peer Advisor. The criteria for selection include proven leadership skills and an ability to establish and maintain interpersonal relationships. He/She must also demonstrate positive academic and social role-modeling characteristics. Students who work as Peer Advisors should be able to communicate well with students, staff, and faculty members. Applicants who are chosen will be trained as to University rules and regulations and academic policies. Peer advisers must be able to work with a variety of fellow peers and students; must be willing to take direction; and must be willing to work hard. Peers will need to be able to suppress their own attitudes and opinions for the greater good of the program.

We would appreciate you completing this form by giving us your honest reaction to the questions based on your assessment of the applicant's abilities. Your written comments are also valuable in the evaluation process.

Please return this form at your earliest convenience but **no later than Monday, November 2, 2015** to:

Craig Dillaman  
Assistant Director for Orientation  
Advising and Testing Center  
216 Pratt Hall  
(724) 357-4067

Please turn this form over and circle the best answer for each question. Thank You!

**ACADEMIC PERFORMANCE:** Consider the applicant's academic performance and overall willingness to learn as a student.

no basis for rating      below average      average      above average      superior

**COMMUNICATION SKILLS:** Consider the applicant's ability to grasp new ideas, to express his/her thoughts orally in an effective manner, and to listen and convey understanding to others.

no basis for rating      below average      average      above average      superior

**INITIATIVE:** Consider the applicant's approach to new situations, his/her self-motivation, ability to set and achieve goals, quality of work, and need for supervision.

no basis for rating      below average      average      above average      superior

**RESPONSIBILITY:** Consider the degree to which the applicant is dependable, prompt, and conscientious.

no basis for rating      below average      average      above average      superior

**PERSONALITY:** Consider the applicant's ability to make a positive impression, and his/her ability to converse with and meet people.

no basis for rating      below average      average      above average      superior

**SOCIAL SENSITIVITY:** Consider the applicant's tolerance, sensitivity and understanding of the feelings and reactions of individuals with diverse backgrounds and lifestyles.

no basis for rating      below average      average      above average      superior

**ASSERTIVENESS:** Consider the applicant's ability to express his/her ideas in an appropriate manner, and his/her ability to confront peers in an honest and constructive way.

no basis for rating      below average      average      above average      superior

Indicate your knowledge/perception of the candidates ability to suppress personal opinions in the interest of following specific program guidelines.

no basis for rating      below average      average      above average      superior

Please add any additional comments you feel will assist in evaluating this applicant:

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WOULD YOU RECOMMEND THIS PERSON FOR A POSITION AS A PEER ADVISOR?

( )Yes ( )No

REFERENCE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_