

Freshman Transition Coordinator Recommendation Form 2012

Undergraduate Advising and Research | 1st Floor Sweet Hall | Stanford, CA 94305-3094

This student is applying for a position as a Freshman Transition Coordinator (FTC) in the office of Undergraduate Advising and Research (UAR). The seven FTCs hired will work beginning spring quarter through New Student Orientation in September to prepare for the arrival of and to welcome the Class of 2016 and Transfers to Stanford. We have found that students who are team-oriented, self-motivated, and committed to introducing Stanford to others do best in this position. Please help us gain a better understanding of this applicant by responding to the following questions. If you prefer, you may provide a letter of recommendation that addresses these questions.

Please complete this recommendation form (or a letter of recommendation that addresses these questions) and remember to save the file after you've completed your entries. Then, please submit the completed form online at <https://vpuesubmit.stanford.edu/reference>. Your log in information is included in the email notification that you received from frosh@stanford.edu.

NOTE: If you experience trouble saving this form and submitting this online, it is fine to print out this form and fax it to us at (650) 725-1436. You can also use the [Word version of this form](#), if this is more convenient for you.

All references must be received by 11:59 p.m. on Wednesday, February 8, 2012.

More about the 2012 FTC position can be found online:

http://www.stanford.edu/dept/undergrad/cgi-bin/drupal_ual/APSU_FTCAppl.html.

Any questions about this position or the application process may be directed to UAR at frosh@stanford.edu.

CONTACT INFORMATION

Applicant Name _____

Recommender Name _____

Position _____

Department/Organization _____

Phone Number _____ Email Address _____

ASSESSMENT OF APPLICANT

1. Please assess the applicant on the following qualities and skills:

	Truly Exceptional (Top 2%)	Outstanding (Top 5%)	Very Good (Top 10%)	Good (Top 25%)	Average (Top 50%)	Unable to Judge
Demonstrated leadership	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
Teamwork	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
Maturity	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
Initiative	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
Time management	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
Problem solving	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
Flexibility	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
Written expression	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
Oral expression	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
Breadth of general knowledge	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
Ethics and integrity	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6

2. Overall Recommendation

- Enthusiastically Recommend
- Recommend
- Recommend with Reservations
- Do Not Recommend

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

4. How would you describe the applicant's leadership style in a team setting? What role does she/he generally take in a group?

5. Please characterize the applicant's organizational skills and ability to juggle multiple tasks while focusing on both the small details and the big picture. Please use examples, if possible.

6. Freshman Transition Coordinators work with many different groups of people, including students, parents, administrators, faculty, and staff. How would you describe the applicant's oral and written communication skills and ability to interact effectively with others?

7. Please share any additional thoughts or concerns you might have about this applicant's qualifications for a 2012 Freshman Transition Coordinator position. Please be as candid as possible.