

DVC Student Ambassador Reference Form

Area to be completed by applicant:

Name of applicant: _____
 (Please print or type)

Applicant for a Student Ambassador position at the DVC Pleasant Hill Campus.

Waiver statement (your choice will not impact the hiring decision):

_____ I agree that this recommendation is to remain confidential; I waive the right to see it.

_____ I wish to see this recommendation; I do not waive the right to see it.

Signature of Applicant: _____

If this right to access form is not signed or marked, the file will be considered confidential

To the person completing this reference:

The student named above is an applicant for the position of Student Ambassador. Please provide a statement regarding the applicant's qualifications. Please use this form with additional sheets if necessary. To help with your recommendation, a brief description of the position is provided below.

Student Ambassadors represent Diablo Valley College to prospective, current and returning students and their parents. Assignments include working at Welcome Services, in the Enrollment Lab and at local high schools. They also conduct tours and presentations for campus visitors. The Student Ambassador team consists of a diverse group of individuals who possess a variety of talents and abilities. Students in this position should be seen as approachable, enthusiastic, and good role models. Excellent written and verbal communication skills are essential.

Name: _____

Organization: _____ Email: _____

Title or Position: _____ Phone: _____

Signature: _____ Date: _____

1. In what capacity and for how long have you known the applicant? _____

2. Please provide your assessment of this applicant by circling the number of your evaluation in the areas listed. If you have not had adequate opportunity for observation, please mark the item N/A for "No information." Please elaborate on ratings as necessary.

Your evaluation:					
No information	Poor	Below average	Average	Above average	Outstanding

<p>Leadership and initiative: Ability to be a self-starter, completes tasks appropriately without being directed.</p>	N/A	1	2	3	4	5
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<p>Enthusiasm: Positive attitude, genuine interest in helping others.</p>	N/A	1	2	3	4	5
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<p>Responsibility and maturity: Accomplishment and follow-through on all assigned tasks. Self-awareness and ability to relate to others.</p>	N/A	1	2	3	4	5
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Teamwork: Ability to collaborate effectively with others.	N/A	1	2	3	4	5
Cultural sensitivity: Openness and appreciation of diversity. Acceptance of others.	N/A	1	2	3	4	5
Communication skills: Ability to express ideas clearly and fully, both in writing and verbally.	N/A	1	2	3	4	5
Organizational ability: Utilization of planning and time management skills.	N/A	1	2	3	4	5

3. Additional comments: Please add any other comments to describe your assessment of the candidate's strengths and weaknesses.

4. Recommendation

Please mark the appropriate response:

- I highly recommend this candidate
- I recommend this candidate
- I recommend this candidate, but with reservations
- I do not recommend this candidate

Thank you for taking the time to complete this reference. The application deadline is **Wednesday, March 7, 2018.**

Please return this form either to the applicant or directly to:

Pleasant Hill Campus
 Mercy Pono
 Outreach and Welcome Services Coordinator
 SSC-120 (Welcome Services)
mpono@dvc.edu

San Ramon Campus
 Ann Uawithya
 Student Services and Instructional Support Coordinator
 W-109
auawithya@dvc.edu