



Office of University Housing
Senior Desk Receptionist Form:

To the recommender:

The person below is applying for a Senior Desk Receptionist position at Lawrence Technological University. The Senior Desk Receptionist is responsible for performing the tasks and functions of the information desk including, but not limited to, administrative tasks, USPS mail delivery and forwarding, working closely with the Residence Hall Coordinator on special projects, and training of the desk receptionists.

Students serving as Senior Desk Receptionists must be capable of making good judgment while being flexible, creative, and personable. Senior Desk Receptionists are selected for their intellectual and interpersonal skills, their leadership capabilities, their concern for fellow students, and their willingness to meet challenges and expectations of the position to the best of their abilities.

I, the applicant waive my right of access to this reference. This means this reference will be held confidential and will not be viewable.

I, the applicant do not waive my right of access to this reference. This means that this form is viewable upon request.

Applicant Name: _____

Applicant Signature: _____ Date: _____

Reference Name: _____ Reference Signature: _____

Reference Title: _____ Date: _____

In what capacity do you know the applicant? _____

How long have you know the applicant? _____

How well do you know the applicant?

- Know very well through personal contacts outside the classroom/office/hall
- Know fairly well through contact in the classroom/office/hall
- Know who the applicant is, but have had minimal interactions
- Have never had any interactions with the applicant

Please return this form (both pages) and any attachments in a sealed envelope with your signature across the seal to the applicant for submission with their completed application.

Do not send them to the Office of University Housing.



Please summarize your evaluation by checking your estimate on the following items. (“Exceptional” should indicate that the applicant is comparable to the best student you have known in this category. “Good” should indicate a positive recommendation with no reservations).

ATTRIBUTE	EXCEPTIONAL	GOOD	AVERAGE	FAIR	POOR	NO BASIS FOR EVALUATION
Maturity and emotional stability						
Understanding of self						
Sensitivity to others’ needs						
Quality of relationships with people						
Ability to respect and work with people different than themselves						
Ability to initiate and follow through						
Ability to do administrative tasks						
Willingness to accept directives and feedback						
Ability to express ideas orally						
Ability to express ideas in writing						
Presentation skills						
Ability to exercise good judgment						
Problem solving						
Reliability/dependability						
Creativity/resourcefulness						
Locating and using resources						
Working as a team member						
Establishing a sense of trust/confidentiality						
Ability to lead others						
Time/stress management						

Overall Recommendation:

- Recommend
- Do not recommend
- No basis for recommendation (provided for references who do not know the candidate well)

Additional Comments (feel free to attach a separate sheet if necessary):