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 may be made in Welcome Services, the Enrollment Lab or at local high schools. They also provide 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.

<table>
<thead>
<tr>
<th></th>
<th>No information</th>
<th>Poor</th>
<th>Below average</th>
<th>Average</th>
<th>Above average</th>
<th>Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership and initiative</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Enthusiasm</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Responsibility and maturity</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>4. Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please mark the appropriate response:</td>
</tr>
<tr>
<td>_____ I highly recommend this candidate</td>
</tr>
<tr>
<td>_____ I recommend this candidate</td>
</tr>
<tr>
<td>_____ I recommend this candidate, but with reservations</td>
</tr>
<tr>
<td>_____ I do not recommend this candidate</td>
</tr>
</tbody>
</table>

Thank you for taking the time to complete this reference. Please return this form either to the applicant or directly to:

Mercy Pono
Outreach and Welcome Services Coordinator
SSC 120 – Welcome Services
mpono@dvc.edu

updated 2.6.15