Orientation Assistants and Peer Mentors (OAs/PMs) are responsible for assisting with all aspects of New Student Days including but not limited to: assisting with new student move in, educational and other programs; leading discussions about college transition issues; and serving as model representatives of the university.

**Applicants for the 2016 Orientation Assistant/Peer Mentor staff are required to submit one recommendation form from a Wittenberg faculty member or administrator. Peer Mentor applications MUST have a recommendation from a faculty member.**

The Family Education Rights and Privacy Act of 1974 allows a candidate for employment to waive his or her right to access confidential letters or statements written on his or her behalf, if the reference is used solely for the purpose of employment.

By signing and dating below, you certify that you have waived your right to see the contents of this reference. Please fill out this section before giving the form to your recommender.

<table>
<thead>
<tr>
<th>OA/PM Applicant Name</th>
<th>OA/PM Applicant Signature</th>
<th>Date</th>
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<thead>
<tr>
<th>Recommender Name</th>
<th>Recommender title</th>
<th>Department</th>
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**FOR THE INDIVIDUAL COMPLETING THIS FORM**

Please respond to the following questions; any additional comments may be written on the back of this form or an additional sheet. Print and submit your completed form to Carol Nickoson in the Office of Student Involvement, or email to nickosonc@wittenberg.edu. Please submit this form by February 21, 2016.

How long and in what capacity have you known the applicant? What is the peer group you are using for your comparison?

Please describe the applicant’s strengths.

What are the areas in which the applicant could develop further?

How effective is the candidate in communicating clearly, eloquently, and confidently (in written and oral form)?

How well is the applicant equipped to help first year students make a successful academic and social transition to Wittenberg? Please explain.
Would you recommend this applicant as a 2016 Orientation Assistant/Peer Mentor (please circle one)?

HIGHLY RECOMMEND  RECOMMEND WITH RESERVATIONS  DO NOT RECOMMEND

If you selected “Recommend with Reservations” or “Do Not Recommend,” please detail your reservations:

If you are considering teaching a First Year Seminar for the 2016-17 academic year, would you consider this applicant to serve as the Peer Mentor for your section if she or he meets the program criteria?

YES  NO  I DON’T PLAN TO TEACH A FYS SECTION

Please provide any additional comments below.