

**Note to applicant:** Please read this form and give it to a reference (other than a friend, family member or someone professionally associated with the Orientation office). **References are not required for a 1<sup>st</sup> round interview.** Should you be selected to continue past 1<sup>st</sup> round, you will need the references completed and turned in for your in-person 3<sup>rd</sup> round interview.

## **Bradley University**

### **Student Aide**

### **Reference Form**

**TO BE COMPLETED BY APPLICANT**

Name of Applicant: \_\_\_\_\_

Name of Reference: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Please note: This reference may be viewed by the applicant unless the applicant waives the right of access.

Right of waiver: I waive my right of access to this form. (Applicant, please circle choice; then sign and date. Most applications waive the right, meaning you are not able to view the reference)

**YES**                      **NO**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REMAINDER SHOULD BE FILLED OUT BY YOUR REFERENCE**

To the Evaluator: This student is applying for the position of Student Aide within the Orientation Office, not to be confused with the tour guides (S.T.A.R.) in Undergraduate Admission. If chosen, this student would work extensively with students coming to Bradley in the Fall of 2025 and their family members and/or supporters. They will also be a Student Assistant within EHS 120, the University Experience course for first-year students. You can assist us in the selection process by using the rating scale below to assess the following areas:

(Written comments enhance our understanding of the candidate's qualifications.)

0	1	2	3	4	5
No basis for judgment	Unacceptable		Average		Excellent

**Rating**

\_\_\_\_1.                      Ability to manage time, follow established procedures and adhere to a schedule.

**Comments:**

- \_\_\_\_2. Ability to make decisions and solve problems.  
**Comments:**
- \_\_\_\_3. Ability to deal with stressful situations  
**Comments:**
- \_\_\_\_4. Ability to make oral presentations to groups.  
**Comments:**
- \_\_\_\_5. Ability to communicate effectively on a one-to-one basis.  
**Comments:**
- \_\_\_\_6. *Potential* to project a positive image of Bradley University.  
**Comments:**
- \_\_\_\_7. Ability to work well with those of alternate backgrounds and lifestyles.  
**Comments:**
- \_\_\_\_8. Ability to be friendly yet professional with instructors, co-workers and authority figures.  
**Comments:**
- \_\_\_\_9. Potential for overall effectiveness as a Student Aide.  
**Comments:**

Date: \_\_\_\_\_ Signature of Evaluator \_\_\_\_\_

Reference forms must be submitted to:  
David Trillizio, Director, Orientation Sisson Hall 141  
1501 W. Bradley Ave Peoria IL 61625  
Phone: 309-677-2420  
orientation@fsmail.bradley.edu