MEMORANDUM

**DATE:** February 9, 2015

**TO**: Prospective 2015 Summer Conference Staff

**FROM:** Department of Residence Life & Housing

**RE:** Summer Conference Staff Program

The Summer Conference Staff exists for the purpose of supporting the Summer Conference Program. To be considered a candidate for staff, you cannot be employed elsewhere,and you must commit to a **minimum** of 29 hours per week.

Application packages should be returned to Ritchie Residence Hall Service Desk by Monday, March 2, 2015 at Noon. In accordance with department policy, candidates must pass a criminal background check for employment.

**Application packages must include:**

● Completed application

● Recommendation Forms

● Typed answer sheet to questions included in application

**Timeline**

**Application Due:** Monday, March 2, 2015 by Noon. **Late applications will not be accepted! In the case of an emergency university closing, applications will be due the following business day by Noon.**

**Interviews:** After all applications are received they will be reviewed. Due to the expected high volume of applications, not all applicants will receive an interview. In either case, you will be contacted via email about your status. Interviews will take place March 30-April 3, 2015 for those applicants selected to be interviewed.

**Decisions:** Final decisions will be made by April 10, 2015. Decision letters will be available at **Noon** at the Ritchie Hall Service Desk. You will need your ZipCard in order to receive your letter.

**Conference Season:** The 2015 conference season begins Sunday, May 10, 2015 and ends Sunday, August 30, 2015 (Last day of Welcome Week 2015). All staff members should be available to work for the entire season.

**Training:** Mandatory training will be held May 11-15, 2015.

**Summer Class Schedule:** Please provide your projected schedule for each summer session on the attached forms. Be as accurate as possible regarding your availability and class schedule. Your selection and work schedule is based on this information. Please indicate the exact number of credit hours you plan to take during each summer session. Enrollment in summer session classes is encouraged but not mandatory.

**Note:**

* Staff meetings will be held daily and are mandatory to attend. This will be discussed in detail at a later time.
* **Summer Conference Staff Members CANNOT hold other employment.**

**Description**

The Summer Conference Program utilizes over 2,500 beds during the summer months as visitor accommodations. The Summer Conference Program ensures that all visitors to campus will have a quality experience at The University of Akron. Summer Conference Staff members are trained to provide a high standard of hospitality and customer service to each customer and will act as an ambassador on behalf of The University of Akron.

**Main Job Responsibilities:**

* Must be able to lift a minimum of 50lbs.
* Assist in preparation of conference materials (brochures, flyers and keys/swipe cards)
* Greeting guests
* Guest check-in/check-out preparations - key inventory/swipe cards, group roster, space sheets, etc
* Preparing guest rooms - linens, making beds, monitoring signs, room inventory, etc
* Complete and prepare paperwork for key audits at the end of each group/individual check-out
* Provide professional, efficient and courteous service to all University guests staying on campus during the summer months
* Maintain key inventory and complete report on missing keys
* Complete all work on time
* Report maintenance/custodial and other concerns as soon as possible. Monitor reports for ongoing or unsolved problems
* Organize and maintain a lost and found of guest items for each conference (if necessary)

**Secondary Job Responsibilities:**

* Operating 24-hour desk operations as needed
* Guide tours for incoming residence hall students
* Become familiar with University information/policies and be able to communicate that to conference guests
* Be aware that emergencies may arise and be familiar with emergency procedure, maintenance problems, etc.
* Provide information (transportation, restaurants, local attractions) about the Akron area to conference guests whenever possible
* Keep accurate linen inventory records at delivery of new or pick-up of soiled linen
* Run errands for conference and/or Residence Life and Housing business
* Assist Residence Life and Housing Department for academic year preparation
* Additional duties assigned as needed

**Expectations/Job Requirements:**

* Be fully prepared and attend all staff meetings and training sessions as scheduled
* Able to work well with others and under a figure of authority
* Ability to maintain professionalism in any situation that might develop in the work environment
* All Housing Office information and records are confidential. Staff should maintain the utmost professionalism
* Must possess excellent organizational abilities
* Conference staff members are expected to be aware of, and respond to individual and group needs
* Must possess exceptional interpersonal and communication skills
* Ability to meet deadlines under pressure while working in an environment that has many interruptions
* Must demonstrate an ability to work in a diverse team environment
* Excellent decision making and conflict resolution skills
* Be familiar with Summer Conference schedule and group information so that all inquiries can be answered or referred to the proper person

**Duty Nights:**

* Each hall will have a duty room and staff members will be assigned duty nights
* Must be in the assigned duty room at all times except when making rounds during the night
* Required to make 3-4 rounds of the area under your duty watch. Times of rounds will be determined at a later date.
* Must be prepared to uphold conference building policies and Codes of Conduct. Be prepared to respond when violations occur.
* Act as a general resource for conference guests by being present and available

**On Call Schedule:**

* Be on call 24 hours a day. You will be given advance notice when you will **not** be on call.

**Compensation:**

* Summer Conference Staff salaries will be determined at a later date. In addition, staff members will receive a room at no charge in a residence hall and a food stipend to be determined at a later date.

**2015 SUMMER CONFERENCE STAFF APPLICATION**

**DEPARTMENT OF RESIDENCE LIFE & HOUSING  
THE UNIVERSITY OF AKRON**

\*Please type out OR write **CLEARLY** in black or blue ink\*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UA Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Status: \_\_\_\_\_\_\_\_\_\_\_\_ Cumul. GPA: \_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of semesters lived in the Residence Halls? \_\_\_\_\_\_\_ List the halls: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work Experience:** List in chronological order your work experience to date, including part-time and summer employment beginning with your most recent position. Please describe your responsibilities.

\_\_\_\_\_\_ to \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ to \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ to \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL References:** All applicants must list two (2) references.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Place of Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Place of Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RecommendationS:** Two (2) forms of recommendation from UA personnel must accompany the application, excluding personal references from above. Current residence hall students must obtain one recommendation from a UA professional within the residence hall system excluding all Resident Assistants and Desk Managers. Non-residence hall students may obtain their recommendation elsewhere. Past conference staff members need to see Lisa Kaye Wray concerning this requirement.

**Signature:** I have read the job description enclosed, and I understand the responsibilities of the position for which I have applied. If hired, I am willing to accept those responsibilities and serve the entire work period. I understand that the recommendations provided by my references will be confidential. The information I have provided in this application is, to the best of my knowledge, correct and complete. I understand that falsification of information on this application will prohibit consideration of my application and is justification for termination of employment.

Applicant’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Questions**

**Please respond to these questions on a separate sheet of paper. Give brief, but thorough typed answers.**

1. Why do you want to work for the Summer Conference Program?
2. What have you learned about yourself from previous work environments?
3. In your own words, what is the most frustrating aspect of working with people?
4. Give a brief definition of customer service and an example of an instance where you feel you gave exceptional customer service.
5. What do you feel are your finest qualities?
6. What contributions can the Summer Conference Coordinator(s) expect from you?
7. You live and work with the staff for four (4) months; do you see any challenges with this? If so, how would you fix them?
8. What is an area of improvement for you?
9. What does accountability mean to you?
10. List any commitments, other than summer classes, that you have planned for this summer (i.e., vacations, RHPB, RHC, RA, etc.).
11. List any qualifications/experiences you have had which would support your selection to this position.

**2015 Summer Session I**

**Class Schedule**

**\*Please indicate each session by a different color. Please remember to indicate which color belongs to which session.**

**\_\_\_ Intercession (May 18 - June 7) \_\_\_8 Week (June 8 - August 2)**

|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** |
| --- | --- | --- | --- | --- | --- | --- |
| **8:00 - 8:30** |  |  |  |  |  |  |
| **8:30 - 9:00** |  |  |  |  |  |  |
| **9:00 - 9:30** |  |  |  |  |  |  |
| **9:30 - 10:00** |  |  |  |  |  |  |
| **10:00 - 10:30** |  |  |  |  |  |  |
| **10:30 - 11:00** |  |  |  |  |  |  |
| **11:00 - 11:30** |  |  |  |  |  |  |
| **11:30 - Noon** |  |  |  |  |  |  |
| **Noon - 12:30** |  |  |  |  |  |  |
| **12:30 - 1:00** |  |  |  |  |  |  |
| **1:00 - 1:30** |  |  |  |  |  |  |
| **1:30 - 2:00** |  |  |  |  |  |  |
| **2:00 - 2:30** |  |  |  |  |  |  |
| **2:30 - 3:00** |  |  |  |  |  |  |
| **3:00 - 3:30** |  |  |  |  |  |  |
| **3:30 - 4:00** |  |  |  |  |  |  |
| **4:00 - 4:30** |  |  |  |  |  |  |
| **4:30 - 5:00** |  |  |  |  |  |  |
| **5:00 - 5:30** |  |  |  |  |  |  |
| **5:30 - 6:00** |  |  |  |  |  |  |
| **6:00 - 6:30** |  |  |  |  |  |  |
| **6:30 - 7:00** |  |  |  |  |  |  |
| **Evening** |  |  |  |  |  |  |

Please include all times associated with your classes. If you are taking both 5 and 8 week classes in the same session, please differentiate between them.

**Total Credits: \_\_\_\_**

**Special Circumstances:**

**2015 Summer Session II**

**Class Schedule**

**\*Please indicate each session by a different color. Please remember to indicate which color belongs to which session.**

**\_\_\_5 Week- 1 (June 8 - July 12) \_\_\_5 Week- 2 (July 13 – August 16)**

|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** |
| --- | --- | --- | --- | --- | --- | --- |
| **8:00 - 8:30** |  |  |  |  |  |  |
| **8:30 - 9:00** |  |  |  |  |  |  |
| **9:00 - 9:30** |  |  |  |  |  |  |
| **9:30 - 10:00** |  |  |  |  |  |  |
| **10:00 - 10:30** |  |  |  |  |  |  |
| **10:30 - 11:00** |  |  |  |  |  |  |
| **11:00 - 11:30** |  |  |  |  |  |  |
| **11:30 - Noon** |  |  |  |  |  |  |
| **Noon - 12:30** |  |  |  |  |  |  |
| **12:30 - 1:00** |  |  |  |  |  |  |
| **1:00 - 1:30** |  |  |  |  |  |  |
| **1:30 - 2:00** |  |  |  |  |  |  |
| **2:00 - 2:30** |  |  |  |  |  |  |
| **2:30 - 3:00** |  |  |  |  |  |  |
| **3:00 - 3:30** |  |  |  |  |  |  |
| **3:30 - 4:00** |  |  |  |  |  |  |
| **4:00 - 4:30** |  |  |  |  |  |  |
| **4:30 - 5:00** |  |  |  |  |  |  |
| **5:00 - 5:30** |  |  |  |  |  |  |
| **5:30 - 6:00** |  |  |  |  |  |  |
| **6:00 - 6:30** |  |  |  |  |  |  |
| **6:30 - 7:00** |  |  |  |  |  |  |
| **Evening** |  |  |  |  |  |  |

Please include all times associated with your classes. If you are taking both 5 and 8 week classes in the same session, please differentiate between them.

**Total Credits: \_\_\_\_**

**Special Circumstances:**



THE UNIVERSITY OF AKRON

**2015 Summer Conference Staff Recommendation Form**

(**Applicant’s Name):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is seeking the position of Summer Conference Staff with the Department of Residence Life and Housing at The University of Akron. This recommendation is an integral part of the application process and will serve as an important evaluation among candidates. Please be as accurate and candid as possible. Recommendations are to be returned by **Monday, March 2nd, 2015 by Noon** to the address listed below:

Lisa K. Wray, Conference Coordinator

The University of Akron, Ritchie Residence Hall Room 102

Akron, OH 44325-1401

The application cannot be processed before all materials are received. Your prompt attention is greatly appreciated. Thank you for your honesty and assistance.

***ITEMS BELOW SHOULD BE COMPLETED BY PERSON WRITING RECOMMENDATION:***

Recommender’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Relationship to applicant: Professor Academic Advisor Teaching Assistant

Employer (Present or Past) RLC/GRD/GA

How long have you known the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How well do you know the applicant? 5 4 3 2 1 Very Well Hardly at all

How confident are you in evaluating the applicant? 5 4 3 2 1

Very Well Hardly at all

Please check the appropriate rating for the applicant in each category.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Outstanding** | **Above Average** | **Average** | **Below Average** | **Unable to Evaluate** |
| Leadership |  |  |  |  |  |
| Dependability |  |  |  |  |  |
| Responsibility |  |  |  |  |  |
| Maturity |  |  |  |  |  |
| Enthusiasm |  |  |  |  |  |
| Appropriate Experience |  |  |  |  |  |
| Knowledge of Campus &  Community Resources |  |  |  |  |  |
| Professional Appearance |  |  |  |  |  |
| Motivation |  |  |  |  |  |
| Communication/Oral & Written Skills |  |  |  |  |  |
| Listening Skills |  |  |  |  |  |
| Organizational Skills |  |  |  |  |  |
| Ability to Relate to Others |  |  |  |  |  |
| Creativity |  |  |  |  |  |

Overall, how would you rate and evaluate this person’s ability to provide a high level of customer service?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Based on your knowledge of the applicant, do you have any reservations about this person’s ability to fulfill the Summer Conference Staff position? If yes, please explain:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list any additional comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check below your final recommendation for the applicant in relation to his or her pursuit of the Summer Conference Staff position:

Recommend Strongly Recommend Recommend with Reservations

Do Not Recommend Not Qualified to Recommend

Recommender’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_



THE UNIVERSITY OF AKRON

**2015 Summer Conference Staff Recommendation Form**

(**Applicant’s Name):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is seeking the position of Summer Conference Staff with the Department of Residence Life and Housing at The University of Akron. This recommendation is an integral part of the application process and will serve as an important evaluation among candidates. Please be as accurate and candid as possible. Recommendations are to be returned by **Monday, March 2nd, 2015 by Noon** to the address listed below:

Lisa K. Wray, Conference Coordinator

The University of Akron, Ritchie Residence Hall Room 102

Akron, OH 44325-1401

The application cannot be processed before all materials are received. Your prompt attention is greatly appreciated. Thank you for your honesty and assistance.

***ITEMS BELOW SHOULD BE COMPLETED BY PERSON WRITING RECOMMENDATION:***

Recommender’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Relationship to applicant: Professor Academic Advisor Teaching Assistant

Employer (Present or Past) RLC/GRD/GA

How long have you known the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How well do you know the applicant? 5 4 3 2 1 Very Well Hardly at all

How confident are you in evaluating the applicant? 5 4 3 2 1

Very Well Hardly at all

Please check the appropriate rating for the applicant in each category.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Outstanding** | **Above Average** | **Average** | **Below Average** | **Unable to Evaluate** |
| Leadership |  |  |  |  |  |
| Dependability |  |  |  |  |  |
| Responsibility |  |  |  |  |  |
| Maturity |  |  |  |  |  |
| Enthusiasm |  |  |  |  |  |
| Appropriate Experience |  |  |  |  |  |
| Knowledge of Campus &  Community Resources |  |  |  |  |  |
| Professional Appearance |  |  |  |  |  |
| Motivation |  |  |  |  |  |
| Communication/Oral & Written Skills |  |  |  |  |  |
| Listening Skills |  |  |  |  |  |
| Organizational Skills |  |  |  |  |  |
| Ability to Relate to Others |  |  |  |  |  |
| Creativity |  |  |  |  |  |

Overall, how would you rate and evaluate this person’s ability to provide a high level of customer service?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Based on your knowledge of the applicant, do you have any reservations about this person’s ability to fulfill the Summer Conference Staff position? If yes, please explain:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list any additional comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check below your final recommendation for the applicant in relation to his or her pursuit of the Summer Conference Staff position:

Recommend Strongly Recommend Recommend with Reservations

Do Not Recommend Not Qualified to Recommend

Recommender’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_