Student Orientation Leaders 2015

New Student Orientation is looking for a few excellent students to serve as Student Orientation Leaders (SOLs) for the 2015 New Student Orientation program.

The benefits of being a SOL include opportunities to build and sharpen your leadership abilities, communication skills, and self-confidence. Graduates of the extensive and rigorous SOL Training program are a dynamic group of student leaders who are well connected, close-knit, and best informed on UC’s campus. Through this experience, SOLs become well-known, well-respected, and successful in their future endeavors.

Selection to be part of this 30-member team is a unique honor and a rewarding opportunity for personal and professional growth.

What will your responsibilities be as a Student Orientation Leader?

- Welcome new students and family members to UC
- Lead discussion groups with incoming students and family members
- Assist in the preparation, organization, and presentation of orientation activities, materials, and programs
- Explain academic opportunities and procedures
- Acquaint new students and their families with the campus and campus services
- Conduct both day and early evening sessions as needed
- Be a team player in supporting a diverse team of SOLs
- Perform tasks and responsibilities as assigned to ensure a successful Bearcats Bound Orientation program
- Share your UC experience
- Complete other duties as assigned

What are some of the benefits?

- Earn at least $2,500.00
- Free room and board during the Bearcats Bound Orientation program
- Opportunity to travel to a SOL retreat
- Extensive leadership training
- Expect to grow, learn, and enhance your leadership and communication skills
- Consideration for future leadership and employment opportunities
- Opportunities to network and make connections with UC faculty, staff, and prominent administrators
- Recognition as one of UC’s outstanding student leaders
- Have Fun!

What are some of the qualifications?

- Positive attitude and enthusiasm for UC
- Display and promote a courteous, prompt, and friendly attitude toward all
- Be a full-time returning student for the 2015-2016 academic year
- Maintain an undergraduate, full-time status during the 2014-2015 academic year

Continue on the reverse side for important information on dates →

~ Application due by 5:00 p.m. Friday, January 30, 2015. → → → Keep this page for your records. ~
Good academic and judicial/disciplinary standing
Minimum cumulative GPA of 2.9 (some exceptions may be made on a case by case basis)
Must be available and able to attend all the Mandatory Dates of Employment (see below).
This includes SOL Training, team meetings, SOL Retreat, Bearcats Bound Orientation,
planning sessions, and programs. This requirement is compulsory and binding. Please do NOT apply if you are unable to meet this criterion. There is some discretion with the Flexible Dates of Employment. The Optional Dates are open dates.
Must live in the provided residence hall during Bearcats Bound New Student Orientation.
Due to the considerable time commitment involved, you will not be able to take classes during
summer semesters throughout SOL Training and Bearcats Bound Orientation (until July 16).
Must be reliable, punctual, flexible, energetic, responsible, a team player, and demonstrate
strong communication skills.
Must sign and uphold the terms of the 2015 Student Orientation Leader Agreement.

2015 Dates of Employment

I. Mandatory Dates of Employment: Please do not apply for the SOL position if you are not
available for the dates listed in this section.

All Dates are for calendar year 2015 (all dates and times are subject to slight change)

- Saturday, March 28: Mini Camp 7:00 a.m. – 6:00 p.m.
- Saturday, April 18: SOL Training 8:00 a.m. – 6:00 p.m.
- Friday, April 24 – Saturday, May 30: SOL Training 8:00 a.m. – 6:00 p.m.
- TBD: SOLs retreat
- MONDAY, JUNE 1 – FRIDAY, JUNE 26: BEARCATS BOUND ORIENTATION - PART I
- Monday, July 13 – Saturday, July 18: Bearcat Bound Orientation
- Saturday, July 18: SOLs move out of Residence Hall
- Wednesday, August 12 – Friday, August 21: New Student Orientation Programs

II. Flexible Dates of Employment: There is some flexibility in the following dates. If you are granted an
interview, you must submit your requested dates-off in writing at the time of your interview. Please keep
in mind that favorable consideration will be given to applicants who have greater availability.

- Monday, June 29 – Monday, July 13 BEARCATS BOUND ORIENTATION - Part II

III. Optional Dates of Employment: You have the option to work or not work the following dates. You
may elect not to work on any of these dates without any adverse consideration regarding your application.

- Wednesday, August 12 – Monday, August 14 Training for International Orientation, Transfer
  Orientation, Make-up Orientation, Convocation, College Day, and Special Programs.

Compensation Package

➤ Earn at least $2,500.00 (this will be calculated at minimum wage per hour worked)
➤ Room and board will be provided from April 27 – July 18
➤ SOL shirts will be provided after completion of the final exam at SOL Training.

~ Application due by 5:00 p.m. Friday, January 30, 2015. → → Keep this page for your records. ~
Application Checklist

Use this checklist to help you complete the application process. Your completed application packet will consist of the following parts:

1. **The four page application form** (pages 6, 7, 8, and 9) must be turned in by the deadline, Friday, January 30, 2015.
2. **Short answers to the four questions** (located at the end of page 8) must be turned in by the deadline, Friday, January 30, 2015.
3. **Complete the Quick Link**, go to [www.jobsatuc.com/applicants/Central?quickFind=87278](http://www.jobsatuc.com/applicants/Central?quickFind=87278) and fill out the simple online form by Friday, January 30, 2015. You will **not** need to submit a resume or cover letter.
4. **Two completed Reference Forms** (starting on page 10) may be turned in after the January 30 deadline, however, keep in mind that your application will not be reviewed or be considered for an interview until it is completed.
5. **Include additional pages** if you have to provide lengthy explanations to any questions or if you run out of room in any of the sections.

**Did you:**

A summary of what you need to do to complete your application.

- [ ] **Carefully read the entire application**
  - You must meet all the qualifications and be able to carry out the responsibilities.
  - The Mandatory Dates of Employment are **mandatory**. You must be available to work on all of these dates. The dates and times are subject to slight change.

- [ ] **Fill out the Quick Link online**
  - Go to [www.jobsatuc.com/applicants/Central?quickFind=87278](http://www.jobsatuc.com/applicants/Central?quickFind=87278), and fill out the online form. You will NOT need to submit a resume or cover letter. Your application will not be reviewed prior to completion of this step.

- [ ] **Fill out the application carefully (estimated time to complete is 20 minutes)**
  - Not everyone who applies will be granted an interview. To increase your chances of getting an interview and proceeding to the next phase, take your time when filling out the application and present yourself positively, truthfully, and professionally. Make sure all the information is accurate.
  - Incomplete applications will not be considered. Please fill out the application completely. If you do not have the information that is requested or if it does not apply to you, write “Not Available” or “Not Applicable” as appropriate in the spaces provided.

  **Continued on the next page.**

~ Application due by **5:00 p.m. Friday, January 30, 2015.** → → → Keep this page for your records. ~
Complete your short answers (estimated time to complete is 45-90 minutes)

- Respond to the questions in Section 7(a) on page 8. Take your time with these short answer questions and submit your best work. This is the first step in getting to know you and the work you produce.

- Your responses will be given serious consideration in determining your candidacy for the position, so please answer these questions thoughtfully and with great care. Each answer should be at least two paragraphs long.

Have your Reference Forms completed (page 10-13)

- Individuals who complete the Reference Forms on your behalf should be able to evaluate your strengths and weaknesses as they relate to the position of Student Orientation Leader. One of the two Reference Forms must be completed by a university official. This can be a professor, supervisor, advisor, or other staff member. Reference Forms may not be written by your immediate family members, relatives, fraternity brothers, sorority sisters, or other students, except for former SOLs or SOCs in good standing. Ask your evaluators to fill out the form for you, and do so well in advance of the application deadline.

- We are most interested in information such as:
  - your strengths, talents, dependability, and conscientiousness
  - your sense of responsibility, professionalism, motivation, and initiative
  - your ability to be in a leadership role amongst your peers
  - your sensitivity and openness to diverse populations
  - how you handle multiple tasks and demands
  - how you relate to your peers and supervisors
  - how you interact on a daily basis in group situations

- Reference Forms must be addressed to Tony Williams, Program Coordinator of Orientation and sent to: Orientation Office, University Pavilion, 1st Floor, Suite 120 or Mail Location: 0090 or Faxed to: (513) 556-3728 or emailed to: willi2ml@ucmail.uc.edu

- If your Reference Forms are delayed, you may submit your application without them. However, keep in mind we will not review your file or call you for an interview without the Reference Forms. Please make sure they are submitted in a timely manner.

Turn in your completed packet

- You may turn in your application packet without the Reference Forms, however, it is best to have the Reference Forms included.

- If the Reference Forms are not included, follow up with your evaluators to make sure the Reference Forms are submitted to us in a timely manner. We will not review your application without the reference forms.

- It is best to turn in your application in person at the Orientation Office, University Pavilion, 1st Floor, Suite 120, (one floor below One Stop). You may also interoffice mail it to ML: 0090 or fax it to (513) 556-3728. The Orientation Office is NOT responsible for lost or misplaced applications. The deadline for the application is 5:00 p.m. Friday, January 30, 2015.

~ Application due by 5:00 p.m. Friday, January 30, 2015. → → Keep this page for your records. ~
Disability Services

Students with disabilities who need academic accommodations or other specialized services will receive reasonable accommodations to meet their individual needs as well as advocacy assistance on disability-related issues.

University Policy on Non-Discrimination

The University of Cincinnati is committed to excellence and diversity in our students, faculty, staff, and all of our activities. A fundamental component to achieving diversity is ensuring equal opportunity for all through affirmative action and by providing an inclusive environment free from invidious discrimination in all of its forms. The university reaffirms its policy that discrimination on the basis of race, color, religion, national origin, ancestry, disability, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status, or gender identity and expression shall not be practiced in any of its activities. Furthermore, where past or present discrimination continues to have an adverse impact upon protected class members such as minority groups, women, disabled Vietnam era veterans, or disabled veterans, the university will take affirmative action in carrying out its policy of non-discrimination and equal opportunity for all.

A Word About the Interview Process

Present yourself truthfully, positively, and professionally on the application to help you obtain an interview. If you are not selected for an interview, we will notify you by email after the selection process is completed.

We will review and evaluate all applications, short answers, Reference Forms, and materials carefully and thoughtfully. To assist us in the selection process, we reserve the right to check records and information provided about you, by you and other entities. Interviews will begin as soon as applications are submitted.

If you are granted an interview:

• We will contact you by phone to set up a mutually convenient time
• The interview will last approximately 35-45 minutes
• The Interview Committee may consist of 2-6 interviewers
• Dress professionally
• Bring your request for dates off (see Flexible Dates of Employment on page 2)
• Get clear directions to our office
• Arrive early to make a good impression

Submit on or before January 30, 2015

~ pages 6, 7, 8 and 9
~ short answers
~ two Reference Forms on pages 10-13

Keep for your records
~ pages 1, 2, 3, 4, 5, and 14

~ Application due by 5:00 p.m. Friday, January 30, 2015. ➔ ➔ ➔ Keep this page for your records. ~
Applications must be submitted by 5:00 p.m. Friday, January 30, 2015
**Student Orientation Leaders Application**

**Application Date:** ____/____/ 20___

**Directions:** Please print clearly. Applications are due by 5:00 p.m. on Friday, January 30, 2015. All information submitted is subject to verification. Incomplete applications will not be considered. Please mark “NA” if not applicable.

### Section 1: Contact Information

<table>
<thead>
<tr>
<th>Name: ______________________________</th>
<th>State ID or Driver’s License Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Name: ____________________</td>
<td>License #: __________________ State: _____</td>
</tr>
<tr>
<td>UC ID#: M ________________</td>
<td>Email Address: ____________________________</td>
</tr>
<tr>
<td>Cell Phone Number: (_____ ) ___________</td>
<td>Local Phone Number: (_____ ) ______________</td>
</tr>
<tr>
<td>Local Address: ________________________________________________________________</td>
<td></td>
</tr>
</tbody>
</table>

Permanent **Address and Phone number:** (if different than above) ________________________________________________________________

Facebook account name: ___________________________ Twitter handle: ___________________________

### Section 2: Academic Information (use additional paper if necessary)

<table>
<thead>
<tr>
<th>College: ___________________________</th>
<th>Expected Graduation Date: <strong><strong>/</strong></strong>/_______</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC GPA: ____ / 4.0</td>
<td>If your university GPA does not meet our 2.9 requirement please provide a brief explanation on a separate sheet of paper.</td>
</tr>
<tr>
<td>High School GPA: _______ / 4.0</td>
<td></td>
</tr>
<tr>
<td>Are you a transfer student? □ Yes □ No</td>
<td>If yes, transferred from/date: ____________________________</td>
</tr>
<tr>
<td>Awards &amp; Honors: ____________________________________________</td>
<td></td>
</tr>
</tbody>
</table>

Hobbies & Extracurricular Activities: ____________________________________________________________

Have you ever applied for the SOL position before? Yes / No | If yes, state the date(s): ____________________________

Have you in the past had, or do you presently have, any siblings or relatives who have worked, or are working, for the Orientation Office as a SOL or employee? If yes, please state name of sibling or relative and the dates of employment. Yes / No ____________________________

Will you be a UC student in the 2015-2016 academic year? □ Yes □ No (circle one)

**Continue with application on the reverse side of this page ➔**

**For Office Use Only** Application Received On: ____/____/____ Time: _____ Received By: ______

Information verified by: ___________________________ Date Information verified: __________________

Interview Date and Time: _____________ _____ am/pm Arrival Time: _____ am/pm

Professional Attire: Y / N Hire:☐ DNH:☐ Date Quick Link completed: ____________________________
Section 3: Student Profile
Name of High School and year of graduation: ____________________________________________________
Date of entry at UC: ______________ College of entry: __________ Current College: ______________
Major(s): __________________________________ Minor(s) (if applicable): _______________________
Class standing at end of spring semester 2015: (circle one) Freshman Sophomore Junior Senior
Did you attend orientation (circle one) Yes / No Month & year of orientation attendance: __________
What are your plans after you graduate from UC:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________  
Section 4: Employment History You may list up to three previous employers, starting with the most recent.
Employer Name: __________________________ Dates Employed: _____ to ________
Supervisor Name: __________________________ Phone: (____) _____- _________
Duties: ______________________________________________________
Salary: __________________________ Reason for Leaving: ________________________
_____________________________________________________________________________________
Employer Name: __________________________ Dates Employed: _____ to ________
Supervisor Name: __________________________ Phone: (____) _____- _________
Duties: ______________________________________________________
Salary: __________________________ Reason for Leaving: ________________________
_____________________________________________________________________________________
Employer Name: __________________________ Dates Employed: _____ to ________
Supervisor Name: __________________________ Phone: (____) _____- _________
Duties: ______________________________________________________
Salary: __________________________ Reason for Leaving: ________________________
_____________________________________________________________________________________
Section 5: References
List at least one reference different from those completing your Reference Forms (this individual can be anyone who knows you well and will speak on your behalf if contacted).

Name: ____________________________ Relationship: ____________________________
Title/Position: ____________________________ Phone: (______) ______- ____________
Address: _________________________________________________________________

Name: ____________________________ Relationship: ____________________________
Title/Position: ____________________________ Phone: (______) ______- ____________
Address: _________________________________________________________________

Section 6: UC Employment (this section is not used for consideration of employment as a SOL)
In the last 12 months have you worked for the University of Cincinnati? ______ YES ______ NO

If “YES”
• Where at UC did you work?
• How many hours per week did you work? _________________
• Do you plan to return there or another UC department/college? Yes No Not sure (circle one above)
• If “yes”, how many hours per week do you plan to work when SOL ends or in the next 12 months? _________________

If “NO”
• Do you plan to work for any UC department/college in the next 12 months? Yes No Not sure (circle one above)
• If “yes”, how many hours per week do you plan to work?

Section 7: Short Answer Essays (use black ink) and Reference Forms

[a] On separate sheets of paper respond, in short answer format, to the following questions. These short answers should be typed, double spaced, and must be at least two paragraphs long for each question.

1. Why are you interested in being a Student Orientation Leader? Describe what you know about the position. What personal qualities do you have that make you an ideal candidate to be a SOL? Include experiences from any activities, organizational positions, or leadership positions you hold now or have held in the past.

2. What do you feel are the most significant challenges or concerns for new students entering UC? What were the issues that you faced in your transition to college? What did you learn from your experiences, and how would you go about addressing these concerns if you were a SOL?

3. What professional and/or personal goals would you have if selected to be on the SOLs team?

4. What are your personal values?

[b] Submit two completed Reference Forms (see pages 10-13). One of these must be completed by a university official, for example, a professor, advisor, UC supervisor, staff, or faculty member. Reference Forms may be submitted with your application packet or sent directly to Tony Williams, Program Coordinator of Orientation. See Reference Forms for address information.

[c] Complete the Quick Link by going to www.jobsatuc.com/applicants/Central?quickFind=87278
Section 8: Agreement

The University of Cincinnati is a drug-free workplace. Students offered the position of SOL may be required to successfully complete a pre-employment physical which includes drug testing. Individuals who refuse to take or who fail the drug test, after being informed, will be removed from employment consideration.

A) I certify that the information contained in my application materials (e.g., application, forms etc.) are true, correct, and complete to the best of my knowledge and belief and, in this connection, understand and agree that any intentional misrepresentation, omission, or falsification of information may be cause for dismissal, cancellation of offer, or any additional employment considerations or agreements. I understand that successful completion of a background check, including criminal background, as well as academic, judicial and other records, may be a requirement of the SOL position. To that end, I hereby authorize the University of Cincinnati Orientation Office to investigate all information provided by me within my application materials.

Furthermore, I hereby release, discharge and hold harmless the University of Cincinnati, its trustees, and designees collectively and individually, its employees from all causes of action, suits, liabilities, costs, claims and any related legal fees resulting from investigation of my background and actions taken upon the information obtained. By my agreement to this statement I authorize any city, county, state, or federal law enforcement agency or court related thereto to release information they possess concerning me or any prior arrest which resulted in conviction.

B) Except for minor traffic violations, have you ever been convicted of a crime? Yes  No  (circle one)  
If “yes”, on a separate sheet of paper, please state the date(s), location, and nature of crime. Explain in detail.

BY SIGNING BELOW, I certify that I have read and agree with these statements.

X
Applicant’s Signature

Print Name

Today’s Date

How did you hear about this position:
STUDENT ORIENTATION LEADER  2015
REFERENCE FORM

Student Orientation Leader Applicant Name (Please PRINT): ______________________________________
The above named applicant retains the right of access to this document unless s/he has signed the following waiver:

I hereby waive any and all rights of access to this document which is to be included in my application file for the position of University of Cincinnati Student Orientation Leader. I understand that this document may be used to evaluate my qualifications for employment.

Signature of Student Orientation Leader Applicant: __________________________ Date: _________

TO THE EVALUATOR: The student listed above is applying for the position of Student Orientation Leader at the University of Cincinnati. If chosen, this student would introduce entering students and their family members to the university by leading discussion groups, assisting in the implementation of orientation activities, and fostering an environment that is warm and welcoming to new students and their parents. This position calls for a person with a high degree of maturity and flexibility, and one who has exhibited leadership ability.

Please rate and comment on the capabilities of the applicant, as appropriate. Thank you for your assistance!

Name of Reference: ______________________________________ Title: __________________________

Institution / Business: ________________________________________________________________

Business or Personal Address (optional): _________________________________________________

E-mail address: __________________________________________ Phone: ______________________

I know this applicant: ❑ Very Well ❑ Well ❑ Casually ❑ Not Well Enough to Rate

How long have you known the applicant? _______ Relationship to Applicant: __________________________

Please provide information about the applicant in the following six areas. Please use additional paper if desired.

1. Cooperation and ability to work with groups: Address this applicant’s attitude and ability to work with others. What role(s) have you witnessed him/her playing in group interaction? Is s/he receptive to suggestions and criticism? Please rate the applicant’s ability in this area and provide comments as needed.

        ❑ Very High ❑ High ❑ Low ❑ Very Low ❑ No Opinion

Comments: _____________________________________________________________________________

                                                                                       __________________________
                                                                                       __________________________
                                                                                       __________________________

2. Responsibility: Address the degree to which this person is dependable, prompt, and conscientious. Please rate the applicant’s ability in this area and provide comments as needed.

        ❑ Very High ❑ High ❑ Low ❑ Very Low ❑ No Opinion

Comments: _____________________________________________________________________________

                                                                                       __________________________
                                                                                       __________________________

Applications must be submitted by 5:00 p.m. Friday, January 30, 2015. Reference Forms, however, may be submitted after the deadline. It is strongly recommended that Reference Forms be submitted with the application by the deadline, as applications will not be reviewed until all materials are received.
3. **Interpersonal Relationships:** Address the applicant's ability to relate to and create a positive first impression for students, parents, faculty, and administrators. Please rate the applicant's ability in this area and provide comments as needed.

- [ ] Very High
- [ ] High
- [ ] Low
- [ ] Very Low
- [ ] No Opinion

Comments: _____________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

4. **Sensitivity:** Comment on the applicant's openness to diverse populations. In what ways is the applicant an appropriate role model for other students in this area? Please rate the applicant's ability in this area and provide comments as needed.

- [ ] Very High
- [ ] High
- [ ] Low
- [ ] Very Low
- [ ] No Opinion

Comments: _____________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

5. **Motivation and Initiative:** Discuss how this applicant motivates others, is a self-starter, or initiator. Please rate the applicant's ability in this area and provide comments as needed.

- [ ] Very High
- [ ] High
- [ ] Low
- [ ] Very Low
- [ ] No Opinion

Comments: _____________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

6. **Maturity:** Comment on the applicant's maturity level and sense of professionalism. Please rate the applicant’s ability in this area and provide comments as needed.

- [ ] Very High
- [ ] High
- [ ] Low
- [ ] Very Low
- [ ] No Opinion

Comments: _____________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Based on your knowledge of the applicant, as well considering the type of position for which s/he is applying, please indicate your overall recommendation.

- [ ] Recommend highly
- [ ] Recommend
- [ ] Recommend with reservations
- [ ] Not Recommended

Signature of Reference: X __________________________ Date: __________________________

---

Thank you for taking the time to complete this reference form. Your evaluation and comments are important to this selection process. You may return this form, in a sealed envelope, to the applicant or you may send it directly to: Tony Williams, Program Coordinator of Orientation, Suite 120, University Pavilion or you may fax it to (513) 556-3728 or you may send it via campus mail to ML: 0090. Please direct all communication “Attn: Tony Williams”. If you have questions please contact Tony Williams at will2ml@uccmail.uc.edu or (513) 556-1093.

Applications must be submitted by 5:00 p.m. Friday, January 30, 2015. Reference Forms, however, may be submitted after the deadline. It is strongly recommended that Reference Forms be submitted with the application by the deadline, as applications will not be reviewed until all materials are received.
STUDENT ORIENTATION LEADER  2015
REFERENCE FORM

Student Orientation Leader Applicant Name (Please PRINT):

The above named applicant retains the right of access to this document unless s/he has signed the following waiver:

I hereby waive any and all rights of access to this document which is to be included in my application file for the position of University of Cincinnati Student Orientation Leader. I understand that this document may be used to evaluate my qualifications for employment.

Signature of Student Orientation Leader Applicant: __________________ Date: _______

TO THE EVALUATOR: The student listed above is applying for the position of Student Orientation Leader at the University of Cincinnati. If chosen, this student would introduce entering students and their family members to the university by leading discussion groups, assisting in the implementation of orientation activities, and fostering an environment that is warm and welcoming to new students and their parents. This position calls for a person with a high degree of maturity and flexibility, and one who has exhibited leadership ability.

Please rate and comment on the capabilities of the applicant, as appropriate. Thank you for your assistance!

Name of Reference: ____________________________________ Title: __________________

Institution / Business: ________________________________________________

Business or Personal Address (optional): ________________________________

E-mail address: __________________________ Phone: _____________________

I know this applicant: □ Very Well □ Well □ Casually □ Not Well Enough to Rate

How long have you known the applicant? _______ Relationship to Applicant: __________________________

Please provide information about the applicant in the following six areas. Please use additional paper if desired.

1. Cooperation and ability to work with groups: Address this applicant's attitude and ability to work with others. What role(s) have you witnessed him/her playing in group interaction? Is s/he receptive to suggestions and criticism? Please rate the applicant's ability in this area and provide comments as needed.

   □ Very High □ High □ Low □ Very Low □ No Opinion

Comments: _____________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

2. Responsibility: Address the degree to which this person is dependable, prompt, and conscientious. Please rate the applicant's ability in this area and provide comments as needed.

   □ Very High □ High □ Low □ Very Low □ No Opinion

Comments: _____________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Applications must be submitted by 5:00 p.m. Friday, January 30, 2015. Reference Forms, however, may be submitted after the deadline. It is strongly recommended that Reference Forms be submitted with the application by the deadline, as applications will not be reviewed until all materials are received.
3. **Interpersonal Relationships:** Address the applicant's ability to relate to and create a positive first impression for students, parents, faculty, and administrators. Please rate the applicant's ability in this area and provide comments as needed.

- Very High
- High
- Low
- Very Low
- No Opinion

Comments: __________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

4. **Sensitivity:** Comment on the applicant's openness to diverse populations. In what ways is the applicant an appropriate role model for other students in this area? Please rate the applicant's ability in this area and provide comments as needed.

- Very High
- High
- Low
- Very Low
- No Opinion

Comments: __________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

5. **Motivation and Initiative:** Discuss how this applicant motivates others, is a self-starter, or initiator. Please rate the applicant's ability in this area and provide comments as needed.

- Very High
- High
- Low
- Very Low
- No Opinion

Comments: __________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

6. **Maturity:** Comment on the applicant's maturity level and sense of professionalism. Please rate the applicant's ability in this area and provide comments as needed.

- Very High
- High
- Low
- Very Low
- No Opinion

Comments: __________________________________________________________

_____________________________________________________________________

Based on your knowledge of the applicant, as well as considering the type of position for which s/he is applying, please indicate your overall recommendation.

- Recommend highly
- Recommend with reservations
- Recommend
- Not Recommended

Signature of Reference: ______________________ Date: ______________________

Thank you for taking the time to complete this reference form. Your evaluation and comments are important to this selection process. You may return this form, in a sealed envelope, to the applicant or you may send it directly to: Tony Williams, Program Coordinator of Orientation, Suite 120, University Pavilion or you may fax it to (513) 556-3728 or you may send it via campus mail to ML: 0090. Please direct all communication “Attn: Tony Williams”. If you have questions please contact Tony Williams at willi2ml@ucmail.uc.edu or (513)556-1093.

Applications must be submitted by 5:00 p.m. Friday, January 30, 2015. Reference Forms, however, may be submitted after the deadline. It is strongly recommended that Reference Forms be submitted with the application by the deadline, as applications will not be reviewed until all materials are received.
Application Deadline

**5:00 P.M. on Friday, January 30, 2015**

Student Orientation Leader applications must be submitted to the Orientation Office in the University Pavilion 1st Floor, Suite 120

For questions, more information, or to have one of our SOL alums come speak to your group

You may contact us at:

**Phone:** (513) 556-2486 or (513)556-1093  
**Fax #:** (513) 556-3728  
**1st Floor, Suite 120 University Pavilion**  
**Mail Location:** 0090

~

**Orientation Office**  
**University Pavilion**  
**PO Box 210090,**  
**Cincinnati, Oh 45221-0090**

~

Let others lead small lives, but not you.  
Let others argue over small things, but not you.  
Let others cry over small hurts, but not you.  
Let others leave their future in someone else’s hands, but not you.

~ Jim Rohn  
September 17, 1930 - December 5, 2009  
an American entrepreneur, author and motivational speaker.