To the applicant:

1. Complete the Confidentiality Waiver and Applicant Information sections.
2. Give this form to a MSU faculty/staff member and to another person who know you in a professional capacity and who you feel can comment on your potential performance as a Peer Leader or Peer Advisor.

Confidentiality Waiver

I waive ____/do not waive ____ any right I may have to read or obtain copies of the recommendation, which I am hereby requesting, from the person whose name appears below.

Applicant signature ________________________________

Applicant Information (Please Print)

Applicant's Name __________________________

Recommender's Name ___________________________ Phone ________________

Recommender's Title ___________________________

Select the position you are applying for:

☐ Peer Leader (Summer only) ☐ Peer Advisor (Fall/Spring only) ☐ Both

To the Recommender:

**Peer Leaders (PL)** are undergraduate students who possess a unique set of qualities that allow them to welcome our new members of the MSU family. Peer Leaders are committed, hard working, intelligent, resourceful, and enthusiastic students who possess a strong desire to work with a diverse population of first-year students and their family members. Through rigorous training and development they attain skills that allow them to enhance the quality of the New Student Orientation program on a continuous basis and they serve as the core of CAST’s efforts during orientation.

**Peer Advisors (PA)** help provide low-level advisement in the Center for Advising and Student Transitions (CAST). Peer Advisors are available to assist students with choosing an academic major or minor, selecting courses for the fall and spring semesters among other programming and office related tasks.

Both roles must integrate their roles as college representatives, community builders, programmers, and student advocates. It is the expectation of CAST that each Peer Leader/Advisor is genuinely interested in the welfare of all students and their families.

Your evaluation of this applicant and his/her ability to serve as a strong and consistent role model for his/her peers is an important component of our selection process. **Therefore, it is necessary that we receive this completed form by 4pm Friday, December 12, 2014 for Peer Leader position and by 4pm Monday March 2, 2015 for Peer Advisor position.**

Below are just a few the qualifications we look for in potential Peer Leaders:

- Possess leadership potential as evidenced by previous leadership experiences, recommendations, and staff evaluations.
- Demonstrate high levels of maturity exhibited through sound judgment, emotional stability, flexibility, and willingness to accept responsibility.
- Embody strong interpersonal skills through proven ability to interact effectively with others.
- Be aware of and sensitive to various human relations issues as evidenced by behavior in the University community and interactions with others.
- Peer Leaders must demonstrate a professional attitude, the willingness to lead, follow and take directions, and be engaged in assisting new students.
- Peer Leaders must be able to work under pressure and be flexible
1. How long have you known the applicant, and in what capacity?

2. Please write one response for each of the statements below.

   **SA**-Strongly Agree   **A**-Agree   **D**-Disagree   **SD**-Disagree   N/A-Not Applicable

   — Can guide and support others without controlling them.
   — Shows compassion and genuine concern for others.
   — Can communicate effectively with other students.
   — Can communicate effectively with professional staff.
   — Shows the ability to work under pressure.
   — Is open to feedback and suggestions.
   — Serves as a good role model.
   — Works to involve others in large group discussions.
   — Is able to manage ambiguity and adapt to circumstances as necessary.
   — Demonstrates responsibility.
   — Is able to maintain confidentiality.
   — Possesses organizational skills to coordinate overall Orientation program.
   — Works well in a group.
   — Has effective time management skills.

3. Comment on reasons why this individual would serve effectively as a Peer Leader or Peer Advisor. If applicant is applying for both please comment on each.

4. If applicable, please comment on any reservations regarding this student.

Recommender's Signature _________________________________   Date _____________