

Conference Assistant Recommendation Form

Summer 2021

Please make an honest judgement of this applicant's qualities. Rate the student on each of the following characteristics using a scale of 1-5 with 1 being low and 5 being high.

Conference Assistants are the face of UAB during the summer and assist groups throughout their entire stay with us. Conference Assistants assist groups by prepping their rooms, checking-in participants, assisting with questions about campus and Birmingham, and then checking participants out at the end of their stay.

Job Duties include: customer service, team support, desk attendant, prep crew, & policy enforcement

This form is due by April 9, 2021 by 5pm. If you have any questions please do not hesitate to contact Erin Hamilton at hamilt63@uab.edu or 205.996.0408.

Drop off location: 900 17th St South, Birmingham, AL 35205

Fax: 205-975-7297

Email: hamilt63@uab.edu

General Information

Recommender's Name: _____

Email: _____

Title/Department: _____

Applicant's Name: _____

Potential for Success: Consider the applicant's potential to succeed in this position.

1	2	3	4	5
Comments (optional): _____				

Personality: Consider this applicant's poise, mannerisms, and ability to make a good impression. Often the summer camps/conference operation is a group's first introduction to UAB meaning this applicant will often be the first person from UAB they will interact with.

1 2 3 4 5

Comments (optional): _____

Responsibility: Consider the degree to which this applicant is dependable, prompt, accurate, and conscientious.

1 2 3 4 5

Comments (optional): _____

Professionalism: Consider the applicant's ability to make sound decisions and react to situations appropriately.

1 2 3 4 5

Comments (optional): _____

Initiative: Consider the ease with which this applicant approaches new situations and carries the work to completion.

1 2 3 4 5

Comments (optional): _____

What would you describe as this applicant's strengths/weaknesses?

How long have you known this candidate and in what capacity?

If you were hiring for this position how qualified would you rank this candidate?

_____ Highly Qualified

_____ Qualified

_____ Not Qualified

Recommender's Signature

Date