Conference Assistant Recommendation Form

Summer 2019

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 <u>February 13, 2019 by 5pm</u>. If you have any questions please do not hesitate to contact Erin Hamilton at <u>hamilt63@uab.edu</u> 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:		
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		osition.
Potential for Success: C		osition. 5

	2	3	4	5
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d conscientious.				
1	2	2	4	5
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uations appropriately	'.			
1	2	3	4	5
mments (optional):				
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work to completion.				
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work to completion. 1	2	3	4	
work to completion.	2	3	4	
work to completion. 1	2	3	4	

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

How long have you known this candidate and in what capacity?				
-				
If you were hiring for this post	cition how qualified would you rank this candidate?			
Highly Qualified				
Qualified				
Not Qualified				
Recommender's Signature	Date			