

# Faculty/Professional Recommendation Form

To: Academic Resource Center (ARC)

In my professional opinion \_\_\_\_\_  
*Name of applicant*

has the background and knowledge necessary to work as Program Assistant/Front Desk.

	Poor	Satisfactory	Strong	Exceptional	Unable to Assess
Knowledge of computer and technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effective student behavior and successful academic habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to multi-task and prioritize	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional comments about the student's character to be a program assistant/front desk, or ability to work collaboratively in groups, are welcome but not required:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name (print): \_\_\_\_\_

Position/Title: \_\_\_\_\_

Department: \_\_\_\_\_

E-mail address and phone number: \_\_\_\_\_

**Faculty/ Professional Recommender:** Please sign (e-signature accepted) and return form to the applicant.

**Applicant:** Please upload form to the ARC online application site.