2020-2021 Student Union Manager Application
Recommendation Form – Due Monday, March 2, 2020

Part I – To be completed by Applicant
Applicant's Name: ____________________________________________
Reference's Name: ____________________________________________

Under the provision of the Family Education Rights and Privacy Act:
_____ I have retained my right of access to this reference.
_____ I have waived my right of access to this reference.

Part II – To be completed by Reference
Student Union Managers (formerly called Student Activities Managers) manage all aspects of the Student Union during morning, evening, and weekend hours, assist students and faculty/staff with event/program logistics, and maintain relationships with various campus departments and student organizations to help communicate essential information. **Student Union Managers work in a fast-paced environment, and must be able to manage multiple tasks at once.** Please visit [www.newpaltz.edu/saus](http://www.newpaltz.edu/saus) for more information about our office.

Thank you for filling out this Reference Form for this student’s Student Union Manager Application. Please comment regarding the Applicant’s various skills including leadership, communication, maturity, and ability to work in a fast-paced environment with multiple tasks at once.

Affiliation with Applicant: ____________________________________________

Length of Affiliation: ______________________________________________

Considering your affiliation with the Applicant, please rate his/her skills and abilities using the scale below. Circle the appropriate response. Please use the adjacent lines for additional or clarifying comments.

<table>
<thead>
<tr>
<th>Skill</th>
<th>No Basis to Assess</th>
<th>Poor</th>
<th>Adequate</th>
<th>Good</th>
<th>Excellent</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>Time Management</td>
<td>NB</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
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<tr>
<td>Leadership</td>
<td>NB</td>
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<td>2</td>
<td>3</td>
<td>4</td>
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<td>Adaptability</td>
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<td>2</td>
<td>3</td>
<td>4</td>
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<tr>
<td>Teamwork</td>
<td>NB</td>
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<td>3</td>
<td>4</td>
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<tr>
<td>Assertiveness</td>
<td>NB</td>
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<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
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<tr>
<td>Emotional Stability</td>
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<td>2</td>
<td>3</td>
<td>4</td>
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<tr>
<td>Verbal Communication</td>
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<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
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<tr>
<td>Ability to Manage Multiple Tasks at Once</td>
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<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>
No Basis to Assess  Poor  Adequate  Good  Excellent  Additional Comments

Professionalism  NB  1  2  3  4  ________________________________

Problem Solving Skills  NB  1  2  3  4  ________________________________

Ability to Use Good Judgment  NB  1  2  3  4  ________________________________

Reliability  NB  1  2  3  4  ________________________________

Please summarize the Applicant’s strengths:

Please indicate any/all areas of concern:

Overall Rating of Applicant for a Student Union Manager position (check one):

_____ Highly Recommend  _____ Recommend  _____ Recommend with Reservations  _____ Do Not Recommend

Reason for this Rating: ________________________________________________________________

______________________________________________________________

Signature: _______________________________________________  Date: __________________________

Department and Title: _________________________________________________________________

Phone: ___________________  Email: __________________________

THANK YOU for your comments! Feel free to include any supplemental information about the applicant on separate pages.

Please return this Recommendation Form one of three ways:

1.  By campus mail or delivery to Student Activities and Union Services, Student Union Room 211.
2.  By email to bazinete@newpaltz.edu
3.  By fax to 845-257-3695

PLEASE NOTE that Recommendation Forms are due by 5pm Monday, March 2, 2020. Recommendation Forms that are not submitted by this time will impact the applicant’s eligibility.