

Conference Assistant | Recommendation Form

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 Feb 22 by 5pm. If you have any questions please do not hesitate to contact A.T. Helix at athelix@uab.edu or 205-996-0408

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

Fax: 205-975-7297

Email: athelix@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): _____

Maturity: 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