**Referral Form for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(name of applicant)

**Your relationship to the applicant** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(identify the capacity in which your know the applicant )

**Directions:** Please place an“**X**” in the appropriate column for each question and include comments that pertain to the characteristics of each section. The completed referral should be submitted directly to [kyle.kaalberg@unlv.edu](mailto:kyle.kaalberg@unlv.edu).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Needs Improvement | Adequate | Above Average | Exceptional |
| **Responsibility**  How would you rate the applicant in regards to… | | | | |
| punctuality? |  |  |  |  |
| willingness to go above and beyond what is typically expected? |  |  |  |  |
| maintaining confidentiality? |  |  |  |  |
| **Comments:** | | | | |
| **Communication Skills**  How would you rate the applicant’s… | | | | |
| written communication skills? |  |  |  |  |
| verbal communication skills? |  |  |  |  |
| overall demeanor (including body language and gestures, dressing appropriately for given situations, tone of voice, etc.)? |  |  |  |  |
| **Comments:** | | | | |
|  | **Needs Improvement** | **Adequate** | **Above Average** | **Exceptional** |
| **Representation**  How would you rate the applicant in regards to being… | | | | |
| a representative of UNLV? |  |  |  |  |
| an advocate for UNLV? |  |  |  |  |
| able to handle awkward or uncomfortable situations? |  |  |  |  |
| proactive/solving problems? |  |  |  |  |
| Comments: | | | | |
| **Interpersonal Skills**  How would you rate the applicant regarding their… | | | | |
| ability to engage in conversation with others? |  |  |  |  |
| ability to think quickly and respond appropriately? |  |  |  |  |
| ability to go outside of their comfort zone when talking with others? |  |  |  |  |
| Comments: | | | | |
| **Should this applicant be a Presidential Student Ambassador for UNLV? YES NO**  **Why?** | | | | |