

**ORIENTATION LEADERSHIP PROJECT**

**REFERENCE LETTER**

**STUDENT**

Name & Surname :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REFEREE**

Name & Surname :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail adress :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A.** Please evaluate the student you suggest for “Orientation Leadership Project” regarding the characteristics given below. Please indicate the degree you think the given characteristic applies to the student with **“1”** representing **“not at all”** and **“5”** representing **“totally”**. If you do not have enough information about the student in a given characteristic, please mark **“ No idea (NI)”** option.

|  |  |  |
| --- | --- | --- |
|  | **Not at all Totally** |  |
| Responsible | 1 | 2 | 3  | 4 | 5 | NI |
| Good in team-work | 1 | 2 | 3  | 4 | 5 | NI |
| Trusted | 1 | 2 | 3 | 4 | 5 | NI |
| Self-confident | 1 | 2 | 3 | 4 | 5 | NI |
| Punctual | 1 | 2 | 3 | 4 | 5 | NI |
| Coherent | 1 | 2 | 3 | 4 | 5 | NI |
|   | **Not at all**   |  |  |  | **Totally** |  |
| Respectful | 1 | 2 | 3 | 4 | 5 | NI |
| Leader | 1 | 2 | 3 | 4 | 5 | NI |
| Friendly | 1 | 2 | 3 | 4 | 5 | NI |
| Polite | 1 | 2 | 3 | 4 | 5 | NI |
| Humorous | 1 | 2 | 3 | 4 | 5 | NI |
| Open to criticism | 1 | 2 | 3 | 4 | 5 | NI |

**For how long you have known the student?**

**Additional remarks**

|  |
| --- |
| In the light of the information provided, I recommend ( ) / do not recommend ( ) / feel indecisive about recommending ( ), ……………………………………… for the *Orientation Leadership Project.* |

Date:

Name & Surname:

Signature:

**Please give this reference letter in a closed envelope with back side signed.**