



Cleveland State University
Office of Diversity and Multicultural Affairs
AHANA Program

Recommendation Instructions

Write your name and your reference's name and give the attached recommendation form to the person evaluating you.

Name of Applicant: _____

Name of Reference: _____

The student named above has applied for the position of a peer mentor for the AHANA Program and has listed you as a reference. AHANA Peer Mentors serve as resources for incoming freshmen students who are making the transition from high school to the diverse academic, intellectual and social culture of Cleveland State University. Selection to the AHANA Peer Mentoring family is a unique honor and a rewarding opportunity for personal and professional growth. As such AHANA Peer Mentors must be enthusiastic, approachable, and knowledgeable about University resources and genuinely be interested in helping others.

Please complete the attached form commenting on the capabilities of this student based on your knowledge and interactions with him/her. Reference forms may be returned to the student to include in their application packet or may be delivered to:

Serreta Archer
AHANA Program Manager
Rhodes Tower 1254

All recommendation forms must be received in order for consideration. Thank you for your assistance in the selection process. If you have any questions or concerns, feel free to contact Serreta Archer, at s.archer@csuohio.edu or 216-687-9233.

AHANA Program Recommendation Form

I know this student: () very well () well () casually () not well enough to rate

Based upon your interactions & knowledge of this candidate, please rate and comment using the following guide:

1-no information 2-below average 3-average 4-above average 5-very good

1. Ability to work with others in a group: 1 2 3 4 5
Comments:

2. Reliability and dependability 1 2 3 4 5
Comments:

3. Creativity and enthusiasm 1 2 3 4 5
Comments:

4. Ability to communicate with others 1 2 3 4 5
Comments:

5. Ability to accept feedback/constructive criticism 1 2 3 4 5
Comments:

6. Level of self confidence 1 2 3 4
5
Comments:

7. Involvement in campus life and events on campus 1 2 3 4
5
Comments:

Overall recommendation (circle one)

Highly recommend Recommend Recommend with reservation Do not recommend

Additional comments:

Signature: _____ Date: _____

Title: _____ Relationship to applicant _____