

Hartwick College
Office of Career Services in The PSGE Center
1st Floor, Golisano

Recommendation Form for MetroLink 2012

MetroLink Candidate: _____
 (please print)

Name of Faculty/Staff: _____
 (please print)

The above named candidate has given your name as a reference in connection with his/her application for a spot in MetroLink 2012. All comments will be treated in a confidential manner.

What is MetroLink?

The purpose of MetroLink is to connect students with alumni, parents and friends of the College who can make connections in a career field in which they are interested in pursuing upon graduation. For over twenty years, MetroLink has made it possible for students to shadow professionals in Boston, New York, or Washington DC. The results have been fantastic...networking connections that have resulted in full time jobs, internships, and invaluable information and guidance that students cannot get anywhere else.

The program is competitive and we are looking for the best all-around students that Hartwick has to offer. With that stated, we are seeking highly dedicated students to be a part of this experience.

Please respond to the following, as it will help us in our decision-making process.

How well do you know this applicant? Very Well Well Fairly Well

Please rate the candidate on a scale of 1-4 in regards to the following attributes:

4-High 3-Average 2-Below Average 1-Poor NB-No basis for judgment

| | | | | | |
|---|---|---|---|---|----|
| Ability to represent the College on the MetroLink program | 4 | 3 | 2 | 1 | NB |
| Motivation/Initiative | 4 | 3 | 2 | 1 | NB |
| Judgment | 4 | 3 | 2 | 1 | NB |
| Dedication to enhancing academics/career beyond regular class | 4 | 3 | 2 | 1 | NB |
| Firm understanding of career goals | 4 | 3 | 2 | 1 | NB |
| Ability to communicate effectively and with ease | 4 | 3 | 2 | 1 | NB |
| Flexibility | 4 | 3 | 2 | 1 | NB |
| Preparedness | 4 | 3 | 2 | 1 | NB |
| Follow-through/Reliability | 4 | 3 | 2 | 1 | NB |
| Maturity/Responsibility/Professionalism | 4 | 3 | 2 | 1 | NB |
| Attention to detail | 4 | 3 | 2 | 1 | NB |

Is this candidate the type of student that Hartwick College alumni and parents should feel confident about connecting to their colleagues and hosting in their organizations?

Yes

No

Maybe

Please use this space for further comments. Personal feelings and intuition are appropriate in this section. Include whether this candidate would be a good representative of Hartwick in a professional setting. Also, speak of the student's ability to communicate effectively with individuals outside of his or her peer group, to take initiative in contacting persons, and appropriate follow-through on academic and/or professional matters. Also, speak of the candidate's dedication and motivation for activities beyond the realm of the classroom.

Date: _____

Faculty/Staff Member signature: _____

**PLEASE RETURN THIS FORM TO THE OFFICE OF CAREER SERVICES IN THE PSGE CENTER
(1st floor, Golisano) by October 12, 2012**