



**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](mailto: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 \_\_\_\_\_



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