



CONFIDENTIAL RECOMMENDATION FOR FIC GUIDANCE ADVISOR PROGRAM

Description of the Guidance Advisor Program:

Guidance Advisors are FIC alumni who provide personal and academic support to FIC students. Guidance Advisors help to support the Student Success Advisors by answering day-to-day questions and concerns. To be a Guidance Advisor, certain qualities are necessary, such as to be caring, patient, and thorough. They are entrusted to provide accurate information and sound advice to students. They must appreciate the difference between questions and concerns that they can answer, and issues that need to be escalated to a Student Success Advisor. Most importantly, all applicants must have a genuine desire to help students succeed.

Instructions:

1. Applicant fills out **Part I**.
2. Applicant sends the form to their reference (FIC instructor or staff).
3. Reference fills out **Part II**.
4. Reference submits the form to jacinda.wijaya@fraseric.ca.

Part I (to be completed by the applicant):

Name of Applicant: _____

Student number: _____

Signature: _____

Part II (to be completed by the applicant's reference):

To help evaluate this applicant's qualifications for participation in the Guidance Advisor Program, your opinion is requested. Please return it directly to Jacinda Wijaya at jacinda.wijaya@fraseric.ca.

1. Using the space provided, please offer any information that might be helpful to us in considering this applicant for admission to the Guidance Advisor program. Please comment on the applicant's strengths and limitations specifically for this program.



2. Give your appraisal of the applicant in terms of the qualities listed below.

| | Excellent | Good | Satisfactory | Poor | Insufficient Knowledge (about the applicant) |
|-------------------------------------|-----------|------|--------------|------|---|
| Oral Communication Skills | | | | | |
| Initiative and Motivation | | | | | |
| Integrity | | | | | |
| Patience | | | | | |
| Leadership Abilities | | | | | |
| Positive attitude | | | | | |
| Maturity | | | | | |
| Teamwork | | | | | |
| Independent Learning/Working Skills | | | | | |
| Ability to Ask For Help | | | | | |

Please indicate your overall endorsement of the applicant:

- I strongly recommend the candidate for this position
- I recommend the candidate for this position
- I recommend the candidate for the position with some reservation
- I do not recommend the candidate for this position

Reference's Name: _____

Signature: _____

Date: _____