

## 2024 Xavier University Summer Service Internship Intern Recommendation Form

Applicant's Name: \_\_\_\_\_ How long have you known the applicant? \_\_\_\_\_

Individual Completing Form: \_\_\_\_\_ E-mail: \_\_\_\_\_ Tel: \_\_\_\_\_

In what capacity have you known the applicant? \_\_\_\_\_

**Please Rate the Applicant on the following qualities:**

Descriptors	Ratings			
	Always	Often	Sometimes	Rarely
The applicant is trustworthy				
The applicant makes a positive contribution to your group/organization				
The applicant interacts well with co-workers/peers				
The applicant follows directions				
The applicant takes initiative				
The applicant is responsible, mature, and resourceful				
The applicant copes well in new learning situations				
The applicant is generous and readily volunteers to help with tasks				
The applicant is flexible and adjusts well in difficult situations				
The applicant has a strong work ethic				
The applicant has a high energy level				
Explain how the applying student has demonstrated that they will work to benefit others through service and gain from the summer service experience.				
Describe what qualities you think they would contribute to a community living environment.				
Describe the area(s) in need of growth for the applying student. Is the student aware of these areas, and how have you seen the student seek growth in these areas?				
Any additional comments you would like to make: <i>(feel free to attach additional pages)</i>				

\_\_\_\_\_  
Signature Date Title

Please fill out form completely, responding to all items. While you are welcome to attach additional information, this is not necessary – only this completed form is required. Please email or mail this form to:

- **Mail:** Shannon Hughes  
Dorothy Day Center for Faith & Justice, ML 2141  
3800 Victory Parkway  
Cincinnati, Ohio 45207-2141  
Attention: Summer Service
- **E-mail:** [hughesse1@xavier.edu](mailto:hughesse1@xavier.edu)

**Deadline:** All recommendations must be submitted to Shannon Hughes ([hughesse1@xavier.edu](mailto:hughesse1@xavier.edu)) in the Dorothy Day Center for Faith & Justice by **5pm on Friday, Feb 16, 2023.**