

2008-09
Poly Pathfinder Application
Visitor & Information Centers
 Bldg. 35, Room 1216
 (909) 869-3529
tours@csupomona.edu

Note: Be sure that you meet minimum qualifications for this position. Application is due to the Visitor Center by 5 p.m. on May 16, 2008. Due to conflicting training schedules, Resident Advisors & Welcome Week Leaders (University Housing Services) and Community Advisors (Village Apartments) are not eligible for a Poly Pathfinder position.

Contact Information			
First Name	Middle Initial	Last Name	Bronco ID Number
Home Address		City	State Zip Code
Current Residence Address		City	State Zip Code
Home Phone	Cell Phone		Date of Birth
Best times to reach you by phone:		E-mail Address	
Emergency Contact		Phone	Relationship

Academic History			
Year in School: 1 2 3 4 5	Expected Graduation: F W S	CPP College of: Agriculture Business CLASS CEIS Engineering ENV Science Collins	
Major(s):		Minor(s):	
Entered CPP as: Freshman Transfer Graduate		CPP GPA (note: minimum GPA of 2.4 required):	

References			
Please list three references. You may choose one of them or an additional person to fill out your reference form. Please notify all references that they may be contacted in regards to this application. Do not include friends or family.			
Name	Title	Phone	E-Mail
Name	Title	Phone	E-Mail
Name	Title	Phone	E-Mail

Employment History

List your present or most recent employment FIRST. You may include major volunteer experience.

Name of Business		Business Address & Phone	
Position Title	Reason for Leaving		May we contact your employer? Yes No
Duties Performed			
Dates of Employment From: To:	Salary Start: End:	Hours per week	Immediate Supervisor

Name of Business		Business Address & Phone	
Position Title	Reason for Leaving		May we contact your employer? Yes No
Duties Performed			
Dates of Employment From: To:	Salary Start: End:	Hours per week	Immediate Supervisor

Name of Business		Business Address & Phone	
Position Title	Reason for Leaving		May we contact your employer? Yes No
Duties Performed			
Dates of Employment From: To:	Salary Start: End:	Hours per week	Immediate Supervisor

Special Skills/Talents/Training

Additional information may include special projects, published writings, training, special interests, community activities, etc.

Activities/Involvement

List your CPP co-curricular involvement, including leadership positions (i.e. club membership, campus committees, volunteer activities, etc.). Note: Freshmen may also list high school activities.

Short Answer Questions

On a separate piece of paper, please answer the following questions. Please type and staple your answers to this application.

1. How do you perceive the role of a Poly Pathfinder on Cal Poly Pomona's campus?
2. What characteristics do you feel are important in being a Poly Pathfinder, and which of these do you feel you possess?
3. Describe why you are applying for a Poly Pathfinder position, and what you can bring to this program.
4. Describe any experience you have had in relating with people who may be different from you (differences could be cultural, ethnic, age, etc.).

Availability

If hired, you must be able to work 9 hours per week. This entails two, three-hour blocks of time of your choice plus either a Thursday or Friday (September-June) from 9 a.m. to noon. During the year, you must also conduct one Saturday tour per quarter, tours during Preview Day (Fall Quarter), Transfer Day (Spring Quarter), BroncoFusion (Fall Quarter), one school/college open house, attend the entire Visitor & Information Centers' training session in September (due to conflicting training schedules, Resident Advisors, Community Advisors and Welcome Week Leaders cannot simultaneously participate in the Poly Pathfinder program and should not apply), and attend all VIC staff meetings on the first Tuesday of the month from noon to 1 p.m.

If you are not selected to be a tour guide, would you be interested in being considered for a position in our information center? Yes No

I certify that all statements on this application are true and complete to the best of my knowledge and belief. If employed, I understand that any falsification of this record may be considered cause for separation. I hereby grant permission for Visitor & Information Centers to access my grade point average and enrollment status and to verify any information I have provided on this application.

APPLICANT SIGNATURE

DATE

2008-09
Poly Pathfinder Reference Form
Visitor & Information Centers
 Bldg. 35, Room 1216
 (909) 869-3529
tours@csupomona.edu

To the applicant: Please read this form and give it to a reference who can adequately respond to the items. Do not use friends or family members.

Name of Applicant:	
Name of Reference:	Title
Reference's Phone Number:	Reference's E-Mail Address:

Please Note: This reference may be viewed by the applicant unless the applicant waives the right of access.

Right of Waiver: I waive the right of access to this recommendation. Applicant, please check choice, then sign and date.
 Yes No

 APPLICANT SIGNATURE

 DATE

To the evaluator: This student is applying for a Poly Pathfinder position at Cal Poly Pomona's Visitor & Information Centers. If chosen, this student would introduce entering students and their families to Cal Poly Pomona by leading campus tours and explaining academic programs and co-curricular activities from a student's perspective. You can assist in the selection process by using the following rating scale to assess the following areas:

1	2	3	4	5
Unacceptable		Average		Excellent

Rating

_____ 1. Ability to manage time and finish tasks on time.
 Comments:

_____ 2. Ability to make decisions and solve problems.
 Comments:

_____ 3. Ability to deal with stressful situations.
 Comments:

_____ 4. Ability to relate well with students, parents, faculty, and administration.

Comments:

_____ 5. Ability to make oral presentations to a group.

Comments:

_____ 6. Ability to communicate effectively on a one-to-one basis.

Comments:

_____ 7. Ability to lead and control a group.

Comments:

_____ 8. Ability to project a positive image of Cal Poly Pomona.

Comments:

_____ 9. Ability to work well with people from other backgrounds, lifestyles and interests.

Comments:

_____ 10. Potential for overall effectiveness as a Poly Pathfinder.

Comments:

EVALUATOR SIGNATURE

DATE

RELATIONSHIP TO APPLICANT

Please Note: Reference forms must be in a sealed envelope and be received by May 23, 2008. Please either mail or hand-deliver to:

Rosa Lamas-Serratos
Counselor, Visitor Center
Bronco Student Center (Bldg. 35, Room 1216)
California State Polytechnic University, Pomona
Pomona, CA 91768