



Education for your future. Sisterhood for life.

RECOMMENDATION FOR THE POSITION OF RESIDENT ASSISTANT

_____ (print name) is applying for the position of Resident Assistant in the Department of Campus Life. Resident Assistants are selected on the basis of their ability to communicate and work with individuals and groups. RAs live on each floor of the residence halls and assist the Resident Director in making the hall atmosphere conducive to academic achievement, social growth, and the development of personal and social skills.

It is our policy to allow applicants to see their references unless they waive their rights.

I waive my right to review this recommendation: _____
 Signature of Applicant _____
 Date

Please rank the applicant in the following areas using the scale below. Any and all additional comments will be greatly appreciated. Please attach a separate sheet if necessary.

5-Excellent 4-Above Average 3-Average 2-Has Potential 1-Needs Improvement CJ-Cannot Judge

Communication Skills	5	4	3	2	1	CJ
Ability to communicate needs with others						
Able to express thoughts in writing						
Able to effectively communicate verbally with others						
Willingness to listen to others						
Leadership Qualities	5	4	3	2	1	CJ
Leadership ability						
Organizational Skills						
Is able to positively motivate others						
Initiative, self starter						
Has good judgment						
Adaptability, Willingness to learn						
Responsibility and Maturity	5	4	3	2	1	CJ
Responsible, dependable						
Maturity and judgment						
Is a good role model for others						
Is consistent						
Personal Skills and Traits	5	4	3	2	1	CJ
Has tolerance and appreciation of diversity						
Is patient and sensitive to others needs						
General Attitude						
Has a level of commitment to position						
Integrity and honesty						
Group Interaction	5	4	3	2	1	CJ
Is effective in leading a group (of co-workers, peers)						
Is an effective group member						
Is able to participate in group interaction						
Handles conflict well						
Ability to work well with co-workers						
Professionalism/Work Ethic	5	4	3	2	1	CJ
Quality of work performed						
Ability to accept correction, criticism						
Energy and Stamina						
Work Attitude						
Efficient with tasks						

There is room for comments about these areas at the top of the next page.

Comments:

Please comment on the following items (attach a separate sheet if necessary).

1. LIMITATIONS/AREAS FOR IMPROVEMENT Please comment on general limitations or areas that indicate a need for improvement and should be examined when this applicant is considered for employment.

2. STRENGTHS Please comment on the applicant's strengths (i.e. skills, abilities and other characteristics)

3. RELATIONSHIP TO APPLICANT Please indicate how well you know this applicant, and under what circumstances. *(If you are a Resident Assistant (RA) and are filling out this form on behalf of your resident, how has he/she helped make your RA role easier?)*

4. RECOMMENDATION Please check your level of recommendation:

Highly Recommend Recommend Recommend w/Reservations Do Not Recommend

Signature: _____ **Position/Title:** _____

Print Name: _____ **Date:** _____

Address: _____

All references must be received in a signed and sealed envelope by the application deadline.