

RESIDENT ASSISTANT REFERENCE FORM

Candidate's Name: _____

I request that _____ complete this form* as a reference in support of my candidacy for the following position: **Resident Assistant**

Under the provision of the Family Educational Rights and Privacy Act (FERPA): (Check one)

_____ I have retained my right of access to this reference. (Candidate will have access to this form.)

_____ I have waived my right of access to this reference. (Candidate will not have access to this form)

Candidate's Signature _____

Date: _____

***Form can be filled out by professor, University staff member, advisor, current or former employee/supervisor, or anyone who can provide a reliable description of your abilities.**

The Resident Assistant is a 24-hour live-in student staff member responsible for community development activities; educational, diversity, wellness, community service, spiritual, and social programs; policy enforcement, building duty coverage, administrative functions, crisis intervention, and group and individual assistance.

The purpose of this reference form is to help Residence Life staff better understand how the applicant is perceived and how well his or her skill set will translate into an effective Resident Assistant. As you fill out the survey, you are encouraged to include comments to help clarify your choice of response to provide the Residence Life staff with additional feedback. Your sincere, honest, individual responses are greatly appreciated.

In answering the following questions, please cite specific examples whenever possible. If you haven't had the opportunity to observe the candidate please indicate such. Feel free to attach a letter of recommendation on business stationery for your response.

1. Please indicate how well you know this person and in what capacity.

2. What do you see as this candidate's strengths and limitations?

3. Have you observed this candidate's reaction to pressure or frustration? Please comment on his/her ability to deal with difficult and demanding situation.

4. Is this candidate a type of person with whom others would be willing to share their personal concerns? is he/she a person others tend to respect?

5. What is your overall impression of the student? In your opinion, what is the student's likelihood for success as a resident assistant?

For the following questions please fill in the response that best represents your choice:

Skills Areas/Personal Characteristics	Outstanding	Good	Average (still developing)	Below Average	No Observation
Administrative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advising Student Groups and Organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Approachability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assertiveness/Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attitude/Openness to new ideas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attitude/Behavior Concerning differences/diversity (race, gender, religion, etc)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Confidentiality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conflict resolution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Confrontation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Counseling/Referral	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Decision-making	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Emotional stability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flexibility/Adaptability to change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Goal setting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Integrity/Honesty/Sincerity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interaction/Cooperation with peers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Listening skills and provide feedback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Motivation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organizational skills/punctuality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Patience and Maturity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Planning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responsibility/Dependability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Role Model	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supervision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teaching/Instructing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Time Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please tick any of the below words that you have witnessed this candidate exhibit:

Flexible Reliable Ethical Friendly Outgoing Team player Inclusive/Welcoming
 Dedicated Helpful Selfless Counselor Follow directions Communicator Detail-Oriented

Would you recommend this individual for a Resident Assistant position? (Check one)

_____ Recommend _____ Recommend with Reservation _____ Would not Recommend

Signature: _____ Date: _____

Name: _____ Phone: _____

Address: _____

Position/Title _____

This recommendation may be returned by mail, in person, or by email.

Please mail or email this completed form to: **Marymount University**
Attention: Tamia Davis
Student Living
2807 Glebe Road
Arlington, VA 22207
tadavis@marymount.edu

