



## Residence Life Candidate Reference Form

**To be completed by the candidate before it is given to the reference:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Position you are applying for:

Resident Advisor

Assistant Hall Coordinator

Welcome Week Assistant Chair

I give up my right to see this form and its contents once completed.

I agree to the above statement

I do not agree to the above statement

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**To be completed by the reference:**

The applicant named above has applied for a Residence Life Student Staff position and is requesting you to serve as a reference. Residence Life student staff is responsible for a number of issues such as: peer counseling, conflict mediation, community development, administrative tasks, confrontation and program planning. The position demands responsibility, sensitivity, maturity, and dedication. We appreciate your candid comments as we evaluate this applicant. Thank you for your time and feedback.

**How long have you known this candidate and in what capacity?**

Please rate the applicant using the following scale in addition to adding comments on various categories:

N/A = Not able to observe

3 = Average, needs some improvement

1 = Poor, needs extensive improvement

4 = Above Average, needs very little improvement

2 = Below Average, needs a lot of improvement

5 = Outstanding, needs no improvement

**1) Communication Skills**

**N/A 1 2 3 4 5**

- Encourages others ideas
- Articulates own ideas and thoughts without putting others down
- Participates in discussion
- Listens to others

Comments:

**2) Leadership Skills**

**N/A 1 2 3 4 5**

- Gains respect of peers
- Encourages others to participate
- Finds ways to help group accomplish task
- Motivates others

Comments:

**3) Sensitivity to Diversity of Experiences**

N/A 1 2 3 4 5

- Knowledgeable of the experiences of people culturally different than themselves
- Expresses awareness of sensitive issues
- Does not exhibit behaviors that demean or exclude others
- Sees all ideas and experiences of different people as being important and equal

Comments:

**4) Maturity / Sense of Responsibility**

N/A 1 2 3 4 5

- Flexible
- Takes responsibility own for mistakes
- Can reach compromises
- Takes initiative

Comments:

**5) Team Work**

N/A 1 2 3 4 5

- Accepts and receives feedback well
- Recognizes their role and others' roles in overall group interaction
- Encourages others to participate
- Is able to help create the "vision" for and accomplish the day to day tasks of a group

Comments:

**6) Administrative Skills**

N/A 1 2 3 4 5

- Shows commitment
- Completes tasks in a timely manner
- Is able to create an effective personal organizational system
- Is on time to appointments and/or meetings

Comments:

\_\_\_\_\_  
Name of Reference

\_\_\_\_\_  
Position

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return this completed reference form by **5:00 pm on Friday, February 6, 2009** to:

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