

## Resident Assistant Reference Form

The following is a reference for the position of Resident Assistant (RA) with the Department of University Housing.

\_\_\_\_\_ is requesting that you supply this information in order to aid us in determining her/his qualifications for an RA position. The RA is an integral member of the Housing staff. She/he is an undergraduate or graduate student who serves a group of approximately 30 to 50 students living in a residence hall on campus. The RA position calls for a person who is mature, flexible, and who has exhibited leadership ability. The RA must also be able to communicate effectively with both students and staff. In general, the RA is responsible for the following:

- Serving as a role model and teacher/advisor re: student's educational and personal/social development (e.g., teaching group living skills and a sense of responsibility to the residential community, etc.);
- Developing/encouraging activities that supplement the educational mission of the university as well as fosters cultural awareness, provides recreational outlets, facilitates skill development, etc.;
- Contributing to the efficient and effective daily operations of their hall (e.g., serving as a receptionist at the front desk, conducting floor meetings to keep residents informed, writing reports, etc.); and
- Providing general supervision of the residential community.

We would appreciate it if you will fill out the following recommendation form, giving us your impressions concerning the applicant. Please place the completed form in a sealed envelope with your signature across the seal and return it to the candidate so that it may be submitted as a part of the application packet. If you have questions about the position you may contact the Department of University Housing at (940) 898-3676

Please evaluate the applicant on each of the following characteristics. Rate each characteristic by checking the phrase which provides the most accurate description of the applicant.

**PERSONALITY:** Consider honesty and openness, self-confidence, poise, tact, enthusiasm, congeniality, etc.

- Very favorable impression.
- No particular impression.
- Somewhat irritating. Unfavorable impression.
- Favorable impression.
- Not observed.

**MOTIVATION/INITIATIVE:** Consider the ease and vigor with which this person approaches a new situation and consider the degree this person sets goals for himself/herself.

- Entirely self-motivating
- Needs occasional prompting
- Capable of routine work only
- Depends wholly upon others
- Not observed

**COOPERATIVENESS:** Consider attitude and ability to work with others, how the person gets along with superiors, equals, subordinates. Receptiveness to suggestion and criticism.

- Very cooperative. Instrumental in developing positive group morale.
- Works well with others. Very adaptable.
- Works satisfactorily with others.
- Not a team worker. Would cause group conflict.
- Not observed.

**RESPONSIBILITY:** Consider the degree to which this person is dependable, prompt, and conscientious.

- Completely dependable. Would do an excellent job.
- Would do routine work well under supervision.
- Could be a hard worker if interested.
- Avoids responsibility. Seems satisfied to just get by.
- Not observed.

**COMMUNICATION:** Consider the ability of the candidate to understand questions, grasp new ideas, and express her/his thoughts verbally.

- Exceptional ability to think reflectively. Unusual faculty for clear expression.
- Could grasp problems and ideas readily. Better than average expression.
- Seems somewhat slow in grasping problems and ideas. Speaks with average clarity.
- Poor response to questions. Oral expression is confusing.
- Not observed.

**SOCIAL SENSITIVITY:** Consider this person's sensitivity to and understanding of reactions and feelings of individuals and of groups and her/his ability to make an effective response to them.

- Exceptionally sensitive and responsive to feelings of others.
- Sensitive to other individuals and responsive to them.
- Sometimes shows social sensitivity. Not always able to respond effectively to feelings and reactions of others.
- Does not seem alert to other people's feelings.
- Not observed.

**CRITICAL THINKING AND DECISION-MAKING:** Consider the degree to which this person can process information and quickly make sound decisions, especially in an emergency situation.

- Gathers information, asks good questions, evaluates information, makes informed, well-thought out decisions.
- Uses a fairly sound process for making decisions. Seeks some information, seeks advice from others.
- Makes decisions hastily. Does not ask questions or consult others in process.
- Makes decisions based on emotions rather than information.
- Not observed.

**MATURITY:** Consider the degree to which you think this person has developed a mature outlook.

- Shows exceptionally good judgment. Very mature.
- Has patience to persevere. Is well adjusted. Appears stable.
- Displays average maturity.
- Seems immature.
- Not observed.

**EMOTIONAL STABILITY:** Consider what you think to be the direction and control of this person's emotional responses. Consider evenness of disposition and mood, absence of tension symptoms, and personal-social adjustment.

- Very stable. Seems well able to handle stressful situations in a calm, predictable manner.
- Well adjusted to self and others. Evenness of disposition.
- Stable in ordinary situations but disorganized by problems. Apt to worry.
- Tends to be overemotional. Tension evident.
- Not observed.

**ASSERTIVENESS:** Consider this person's ability to stand up for her/his own ideas and to constructively confront others.

- Expresses beliefs and feelings in honest, direct manner. Respects rights and feelings of others.
- Demonstrates assertive behavior in most situations.
- To avoid conflict, accepts ideas and opinions of others too readily.
- Argumentative. Must be right. Threatened by opposition to own viewpoint.
- Not observed.

**PERSONAL INSIGHTS AND GENERAL COMMENTS REGARDING THE APPLICANT:** (please attach another page if more space is needed.)

Would you hire/rehire this person? Yes \_\_\_\_\_ No \_\_\_\_\_ Doubtful \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

How long have you known applicant? \_\_\_\_\_

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

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
(area code)

E-mail address: \_\_\_\_\_

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