Position Description

A Resident Assistant (RA) is a student who has been selected and trained to assist other students in their adjustment and integration into residential living on a college campus. The RA is responsible for many different tasks, some of which include: educational, developmental, and social programming, peer counseling, and maintaining an environment in the residence hall that is conducive to living and learning. In addition, the RA promotes a community atmosphere through their personal involvement with the residents on the floor.

Candidate’s Name ____________________________________________

Last First Middle

Please check one of the statements below:

_____ I waive access to this reference form.

_____ I do not waive access to this reference form.

Candidate Signature ___________________________ Date ___________________________

Reference’s Name ____________________________________________

Address ______________________________________________________

____________________________________________________________

Phone ______________________________________________________

In what capacity do you know the candidate, and for how long? ______________________

____________________________________________________________

Please evaluate the candidate on each of the skills and characteristics listed below. Use the following criteria as a guideline for your ratings.

1=Below Average  2=Average  3=Above Average

_____ Decision making  _____ Approachable  _____ Oral Communication

_____ Assertive  _____ Listening Skills  _____ Creative

_____ Mature  _____ Cooperative  _____ Written Communication

_____ Contributes to Teamwork  _____ Responsible  _____ Teachable

_____ Motivated to Learn  _____ Role Model  _____ Consistency

_____ Open Minded  _____ Consistency
Please use the following scale in your evaluation.

1=Below Average    2=Average    3=Above Average

LEADERSHIP:  1  2  3
What type of qualities/abilities does the applicant demonstrate as a leader?
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

INITIATIVE:  1  2  3
Describe the motivation the applicant possesses in approaching a new situation and his/her ability to carry work to completion.
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

PERSONALITY:  1  2  3
What personality traits (such as friendliness, honesty, adaptability, and patience) does the applicant possess that would make them a good fit for the position?
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

HELPING SKILLS:  1  2  3
How well is the applicant able to mentor and coach for success, listen to others, and provide helpful resources?
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

SELF AWARENESS:  1  2  3
How has the applicant demonstrated awareness of self and personal needs in various environments (academic, social, etc.)
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Would you hire this person? □ Yes □ Yes, with reservations □ No

Please explain your level of recommendation and any reservations you may have:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Reference Signature ____________________________ Date ________________