

Residential Life Staff Reference Form

To be completed by your current Resident Assistant

Name of RA Applicant

Name of Reference Writer

To be completed by the candidate:

Under the provisions of the Family Education Rights and Privacy Act of 1974 (please check one):

_____ I waive my right of access to this letter **OR**

_____ I retain my right of access to this letter

Signature of Applicant

Date

The above listed person is applying for the position of Resident Assistant with the Office of Residential Life at Radford University. It would be helpful in our evaluation of the applicant's candidacy if you would please comment on his/her ability to successfully undertake the responsibilities of this position.

Evaluator's Instructions: Please circle the number that most clearly reflects your observations of the candidate in regards to each topic by using the following scale:

	Excellent			Poor			No basis for opinion	
Ability to Develop Rapport <i>Seeks people out and is well known on the floor; interacts often</i>	5	4	3	2	1	NA	Ability to Develop Rapport <i>Knows only a few people on the floor; seldom interacts with others</i>	
Sensitivity to Others <i>Aware of the needs and feelings of others; listens attentively</i>	5	4	3	2	1	NA	Sensitivity to Others <i>Generally disregards the needs and feelings of others; listens poorly</i>	
Involvement in Hall Activities <i>Very involved; attends activities frequently; has helped sponsor an activity</i>	5	4	3	2	1	NA	Involvement in Hall Activities <i>Never attends or participates in floor activities or programs</i>	
Attitude towards Others <i>Highly accepting and respectful</i>	5	4	3	2	1	NA	Attitude towards Others <i>Generally disliked or unknown</i>	
Attitude towards University Policies <i>Understands, accepts, and supports or constructively discusses rationale for policy</i>	5	4	3	2	1	NA	Attitude towards University Policies <i>Manipulates or violates policy; complains frequently</i>	
Commitment/Interest in Position <i>High interest, strong motivation</i>	5	4	3	2	1	NA	Commitment/Interest in Position <i>Low interest; little commitment</i>	
Potential Leadership Ability <i>Demonstrates effective leadership ability/traits/skills</i>	5	4	3	2	1	NA	Potential Leadership Ability <i>Not likely to possess necessary abilities/traits/skills</i>	

	Excellent			Poor		
Ability to accept different values and lifestyles of others.	5	4	3	2	1	NA
Ability to communicate effectively; expresses self well.	5	4	3	2	1	NA
Reliability, conscientiousness, and initiative. Possesses a sense of commitment.	5	4	3	2	1	NA
Effectiveness in working with others; respect other's views.	5	4	3	2	1	NA
Rate overall capability of candidate to assume the responsibilities of the Resident Assistant position.	5	4	3	2	1	NA

Please continue on next page

REFERENCE COMMENTS (Use additional sheets if needed):

How long have you known the candidate? _____

How well do you know this candidate? Very Well Well Somewhat Not At All

Name _____ Title _____

Address (or PO Box) _____ Phone Number _____

Signature of Reference

Date

Thank you for your assistance. Please return this form in a sealed envelope with your signature over the seal to the person for which you are writing this recommendation so that he/she may return all references and application materials together. You may instead choose send this reference to the following address if you prefer:

Resident Assistant Selection Committee
Office of Residential Life
Radford University
Radford, VA 24142
Fax # (540) 831-6654

Professional Reference Form for RA Position

To be completed by person of candidate's choice

Name of RA Applicant

Name of Reference Writer

To be completed by the candidate:

Under the provisions of the Family Education Rights and Privacy Act of 1974 (please check one):

_____ I waive my right of access to this letter **OR**

_____ I retain my right of access to this letter

Signature of Applicant

Date

The above listed person is applying for the position of Resident Assistant with the Office of Residential Life at Radford University. It would be helpful in our evaluation of the applicant's candidacy if you would please comment on his/her ability to successfully undertake the responsibilities of this position.

Position Description: The Resident Assistant (RA) is responsible for a floor or wing of 25-65 residents. The RA helps develop an atmosphere which is conducive for residents' personal growth and academic achievement. Primary responsibilities include assisting and advising residents, initiating programs and activities, working duty nights, enforcing policy, and assisting with the administrative functions of a residence hall. Most of all, an RA is expected to be a person who is genuinely concerned for the well being of others and possesses strong communication and interpersonal skills.

Evaluator's Instructions: Please circle the number that most clearly reflects your observations of the candidate in regards to each topic by using the following scale:

	Excellent			Poor		No Basis for Opinion
	5	4	3	2	1	NA
Ability to accept and integrate new ideas	5	4	3	2	1	NA
Ability to accept different values and lifestyles of others	5	4	3	2	1	NA
Ability to communicate effectively; listens and expresses self well	5	4	3	2	1	NA
Ability to portray a positive attitude and constructive approach	5	4	3	2	1	NA
Awareness of own limits, strengths, and areas for growth	5	4	3	2	1	NA
Reliability; conscientiousness, and initiative; possesses a sense of commitment	5	4	3	2	1	NA
Effectiveness in working with others; respects others' views	5	4	3	2	1	NA
Rate overall capability to assume an RA position as described above	5	4	3	2	1	NA

Please continue on next page

Please cite examples to support the previous ratings (Use additional sheets if needed):

How long have you known the candidate? _____

In what capacity do you know this candidate? _____

How well do you know this candidate? Very Well Well Somewhat Not At All

Name _____ Title _____

Address (or PO Box) _____ Phone Number _____

Signature of Reference

Date

Thank you for your assistance. Please return this form in a sealed envelope with your signature over the seal to the person for which you are writing this recommendation so that he/she may return all references and application materials together. You may instead choose send this reference to the following address if you prefer:

Resident Assistant Selection Committee
Office of Residential Life
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