

**ITEMS 1 - 4 FOR THE CANDIDATE TO COMPLETE**

1. Candidate's Name \_\_\_\_\_
2. I request that \_\_\_\_\_ complete this form as a reference in support of my candidacy for the Resident Assistant position.
3. Under the provisions of the Family Educational Rights and Privacy Act: (check one)
  - a. \_\_\_\_\_ I retain my right of access to this reference
  - b. \_\_\_\_\_ I have waived my right of access to this reference
4. Candidate's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR THE RECOMMENDATION WRITER TO COMPLETE**

The above named student has applied for a Resident Assistant position with the Office of Residence Life. If selected, she will manage residence hall areas of approximately 30-50 students; serve as a referral agent and resource; provide educational and social programs; work to develop community and enforce university and residence hall policies. Please complete this reference to the best of your ability.

**1. How long and in what capacity have you know the applicant?**

\_\_\_\_\_

\_\_\_\_\_

**2. The rating process: Please make an honest appraisal of this person's abilities to work effectively with students, peers, and the University community at large. Rate each characteristic by checking the response that most accurately describes the applicant.**

Personal Qualities:	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	NOT OBSERVED
Reliability/Dependability	_____	_____	_____	_____	_____
Maturity	_____	_____	_____	_____	_____
Flexibility/Adaptability	_____	_____	_____	_____	_____
Initiative	_____	_____	_____	_____	_____
Enthusiasm	_____	_____	_____	_____	_____
Creativity/Resourcefulness	_____	_____	_____	_____	_____
Sensitivity toward the feelings & circumstances of others	_____	_____	_____	_____	_____
Emotional stability	_____	_____	_____	_____	_____
Integrity	_____	_____	_____	_____	_____
Listening skills	_____	_____	_____	_____	_____

**Job Related Abilities:**

Establish trust and respect among self and others	_____	_____	_____	_____	_____
Solve problems and resolve conflicts	_____	_____	_____	_____	_____
work well with others	_____	_____	_____	_____	_____
Work in pressure situation	_____	_____	_____	_____	_____
Perform administrative tasks	_____	_____	_____	_____	_____
Maintain a balance between personal relationships and job responsibilities	_____	_____	_____	_____	_____
Assess needs of others	_____	_____	_____	_____	_____
Pay attention to details	_____	_____	_____	_____	_____
Works professionally	_____	_____	_____	_____	_____

- 3. Please attach a letter of recommendation along with this form. Please describe in detail the strengths and weaknesses of this candidate. Please address the candidate's ability to completely fulfill the job description placed at the top of this document.
  
- 4. Based on your experiences with this candidate, would you recommend this individual for a Resident Assistant position?
  - a. \_\_\_\_\_ RECOMMEND
  - b. \_\_\_\_\_ RECOMMEND WITH RESERVATION
  - c. \_\_\_\_\_ DO NOT RECOMMEND

I, the reference writer, submit this statement to the Office of Residence Life in full accord with the conditions set forth by the candidate on this form.

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

Name (please print) \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Please return this form in a sealed envelope no later than Tuesday, November 15, 2011 to the Office of Residence Life, Mary Baldwin College, PO Box 1500, Staunton, VA 24401

I assert that the information contained in this application is true. By signing this document, I understand that academic and judicial records will be verified.

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Signature of applicant

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Date