Faculty and Staff Reference Form

This recommendation is part of an application for employment, separate from my educational record, and is not subject to personal inspection. All candidates must sign the recommendation letter before releasing it to their reference.

Today’s Date: __________________________________________

Candidate Name: _______________________________ (Please print)

Candidate Signature _______________________________ (Please sign)

Please rate the following skills of the candidate on a scale from one to five; 1- very weak 2- weak 3-average 4- strong 5-very strong

Please select N/A if you cannot speak to the candidate’s performance in a specific area

1. Group Setting: N/A 1 2 3 4 5
   -Has the ability to be vocal while allowing others to be heard

2. Personal motivation: N/A 1 2 3 4 5
   -Is on time with assignments, very driven

3. Level of involvement: N/A 1 2 3 4 5
   -The level of engagement displayed in classroom/ work environment discussions

4. Confidentiality N/A 1 2 3 4 5
   -Upholds the privacy of sensitive information

5. Problem Solving N/A 1 2 3 4 5
   -Anticipates, identifies and resolves problems
6. Please tell us why they would be a good fit for the resident advisor position.
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

7. Please describe the nature of your relationship. How long you have known the candidate?
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Your overall feeling about this candidate: (choose one)

☐ Hire today! I have no reservations about his/her ability to be an effective RA/GRM
☐ Applicant would make a good RA/GRM
☐ Applicant shows potential
☐ I would not hire this applicant

__________________________
Reference Name (Please print)

__________________________
Reference Signature

__________________________
Title

__________________________
Date

***The reference should return this recommendation form to the Office of Residence Life and Housing in a signed/sealed envelope. The applicant will submit all other materials directly to the Office of Residence Life & Housing.***