Resident Assistant Candidate Reference Form

The purpose of this form is to assist the selection committee in evaluating applicants for the Resident Assistant position. The primary responsibility of the position is facilitating community development among a group of residential students. Your candid evaluation of the applicant, based upon your experience with her/him, serves as an important part of the selection process. Please complete the form as completely and honestly as possible. If you are unable to answer a question, please write “N/A.” Please return the form to the Carroll College Student Life Office by Monday February 10th, 2020 or email it to studentlife@carroll.edu.

Applicant’s Name: ____________________________ Date: _________________

Perceptions of Applicant – please check your perceptions of the applicant.

1. Responsibility
- Excellent diligently follows through on tasks
- Good follows through on tasks
- Average usually follows through on tasks
- Poor follows through when convenient

2. Work Ethic
- Excellent puts forth the extra effort
- Good will put in a fair day’s work
- Average works enough to get by
- Poor works below minimum expected

3. Leadership
- Excellent a leader of leaders
- Good contributes positively
- Average usually well balanced
- Poor ___ passive; ___ negative influence

4. Attitude
- Excellent consistently has positive attitude
- Good usually displays positive attitude
- Average occasionally has negative attitude
- Poor frequently has negative attitude

5. Judgment
- Excellent consistently makes wise decisions
- Good makes good decisions
- Average makes fair decisions
- Poor ___ hasty decisions; ___ indecisive

6. Cooperation
- Excellent always willing to help others
- Good generally concerned for others
- Average cooperates when convenient
- Poor difficult to work with

7. Integrity
- Excellent consistently trustworthy
- Good generally honest and true
- Average may stretch the truth
- Poor questionable

8. Communication
- Excellent articulates in all groups
- Good usually gets thoughts across
- Average hesitant to communicate
- Poor difficulty articulating thoughts

9. Initiative
- Excellent will look for things to do
- Good will do what needs to be done
- Average will do the obvious
- Poor needs to be told what to do

10. Motivation
- Excellent highly self-motivated
- Good effectively motivated
- Average usually purposeful
- Poor purposeless

11. Time Management
- Excellent balances all commitments
- Good generally balances commitments
- Average difficulty balancing commitments
- Poor unable to balance commitments

12. Team Participation
- Excellent outstanding group member
- Good contributes positively in a group
- Average usually contributes positively
- Poor difficulty working in a group
In what capacity and for how long have you known this applicant?

What impresses you about this applicant?

What might be some areas of improvement for this candidate's performance in the Resident Advisor position?

Any additional information about the candidate you would like us to know about?

I would:

[ ] Recommend the applicant for this position
[ ] Recommend the applicant with reservations for this position
[ ] Would not recommend the applicant for this position

Signature: _____________________________ Date: _________________________
Print Name: __________________________ Title: ____________________________
E-mail address _______________________ Phone Number __________________