

EVERGREEN

Residential and Dining Services
Olympia WA 98505
360.867.6132 Office
360.867.6681 Fax

Resident Assistant Applicant Reference Form

Name of Applicant: _____

TO BE COMPLETED BY THE APPLICANT

I, _____, the applicant, waive my right of access (as afforded under federal law) to the information provided on this form.

Yes _____ (Confidential, not open to applicant's inspection)

No _____ (Non-Confidential, open to applicant's inspection upon request)

Signature: _____ Date: _____

If this right to access form is not signed and marked yes or no, the file will be considered confidential.

TO THE PERSON COMPLETING THIS REFERENCE

Attached is the job description of a Resident Assistant. Please refer to the Resident Assistant job description in order to gain a better understanding of the position the above applicant is applying for. We have established five characteristics that we look for when selecting Resident Assistants. Attached you will find a list of descriptions that the five characteristics encompass. Please rate the applicants' proficiency to the best of your knowledge with the scale provided. There are several short answer questions that we would also like you to complete. Please feel free to attach an additional letter to provide more information. Thank you in advance for your time and feedback.

Printed Name of Reference: _____

Position or Title: _____ Phone #: _____

Signature of Reference: _____ Date: _____

PLEASE USE THE FOLLOWING SCALE TO ASSESS THE APPLICANT'S PROFICIENCY IN EACH LISTED AREA:

1 = Good
Highly efficient
in this area

2 = Fair
Average in
this area

3 = Poor
Needs improvement
in this area

0 = Not Observed

Honorable

- _____ Demonstrates level of respect for self and others
- _____ Demonstrates appreciation for differing opinions, ideas, lifestyles, background, and experiences
- _____ Engages self in the community
- _____ Establishes trust among others
- _____ Maintains confidentiality
- _____ Is aware that self respect and integrity are integral components of the RA position

Comments:

Teamwork

- _____ Committed to the achievement of group goals
- _____ Is organized and timely
- _____ Demonstrates effective communication skills
- _____ Demonstrates effective listening skills
- _____ Able to commit time necessary for the position
- _____ Is confident in skills, abilities, and decision making

Comments:

Learning

- _____ Academically engaged in the College, not just by the achievement of credit, but also in learning
- _____ Demonstrates a desire and willingness to seek out help when needed
- _____ Demonstrates a desire to learn new skills specific to the position (confrontation, listening, resource, etc.)
- _____ Attends classes

Comments:

Role Model

- _____ Is open-minded and flexible to new ideas, people, and learning
- _____ Demonstrates empathy towards our students
- _____ Demonstrates ability to teach appropriate and acceptable behavior
- _____ Is a positive role model and sets an example for others
- _____ Has a positive influence on the floor/building/community

Comments:

Positive Attitude

- _____ Is enthusiastic and positive about campus life and learning
- _____ Support students' needs
- _____ Motivates others
- _____ Displays humility when interacting with others
- _____ Displays a positive attitude towards the campus community and its members as a whole

Comments:

PLEASE COMPLETE THE FOLLOWING SHORT ANSWER QUESTIONS

1. Please describe your relationship with the applicant. How long have you known the applicant? How confident do you feel evaluating the personal characteristics of this applicant?

2. List any areas of concern or reservations you may have in hiring this applicant.

3. **Residence Life Personnel Only:** How has the applicant affected the floor/hall/building community? (i.e. attends floor meetings and programs, etc.)