

Resident Assistant Reference Form

**Applicant's
Name:**

(Last, First, MI)

EVALUATOR: By law, evaluations such as this one can be kept confidential only if the applicant has signed a waiver to that effect. Before you complete the evaluation, please note whether or not the waiver (below) has been signed.

APPLICANT: By law, we must allow you, upon referral, access to completed evaluations unless you sign a waiver indicating otherwise. This waiver is provided below should you choose this option.

I waive my right to access this evaluation form once it has been completed.

I reserve my right to access this evaluation form once it has been completed.

Applicant's Signature: _____

How well do you know the applicant? Slightly Fairly Well Very Well

Under what circumstances and for how long have you known the applicant?

The above person has applied for a Resident Assistant (RA) position in the Residence Life program at Colorado Mesa University. The position is a sophomore, junior, or senior student who lives in each of our residence halls. RAs provide individual support for students and help to create a positive community experience through their relationships with residents and the planning of educational and social programs. They are resources for students, and assist students with academic, personal, social, and lifestyle concerns. RAs also help the Residence Life with the administrative tasks of managing a residence hall system for over 2000 students. The position is demanding of personal time and requires significant initiative and effort.

We have listed below many of the skill sets or characteristics most needed in a strong candidate. We would appreciate your frank response to the items below based on your experience with and knowledge of the applicant.

NA = Not Able To Rate; 1 = Low or No Skill; 2 = Some Skill; 3 = Skilled; 4 = Highly Skilled	NA	1	2	3	4
LEADERSHIP: Inspires others; able to coordinate and lead activities; able to facilitate group interaction					
ORGANIZATION: Prioritizes tasks and manages time wisely					
ATTITUDE: Maintains a positive outlook and realistic perspective; has enthusiasm and physical energy					
INITIATIVE: Approaches new situations; self-motivated; sets and accomplishes goals					
RESPONSIBILITY: dependable, prompt, accurate with administrative responsibilities; makes mature decisions					
COMMUNICATION: Grasps ideas; able to read, speak, write, and listen effectively					
MATURITY: Has common sense and shows good judgment; self-aware; able to deal with diverse populations					
SOCIAL SENSITIVITY: Is sensitive to and understanding of others' feelings and responds appropriately					
INTEGRITY: Is honest; adheres to community standards; is a role model; maintains confidentiality					

NA = Not Able To Rate; 1 = Low or No Skill; 2 = Some Skill; 3 = Skilled; 4 = Highly Skilled	NA	1	2	3	4
OVERALL EVALUATION: Please summarize your knowledge of the applicant using the same scale above					

Please provide support for your OVERALL EVALUATION of this applicant. Specific observations of the skill areas on Page 1 will be helpful.

What do you consider the applicant's most outstanding characteristic?

What weaknesses might challenge the applicant's performance as a Resident Assistant?

Signature: _____

Date: _____

Name: _____

Title: _____

Please submit by November 18, 2015

Please return to the Residence Life; Colorado Mesa University
1100 North Avenue.; Grand Junction, CO 81501 Fax: (970) 248-1979