



AURORA UNIVERSITY

**OFFICE OF RESIDENCE LIFE
RESIDENT ASSISTANT CANDIDATE REFERENCE FORM
FOR 2012-2013 STAFF POSITIONS**

CANDIDATE NAME (Please Print): _____

INSTRUCTIONS TO CANDIDATE

Give this form to the person serving as your reference and ask them to complete and return it to Residence Life. It is your responsibility to check with your reference to ensure that this form is completed and returned. This form must be submitted by **4:30 PM on Wednesday, February 15, 2012**

The Family Educational & Privacy Act of 1974 gives students the right to inspect official records directly related to them. If there is no signature in this box, this recommendation is open and accessible to the person being evaluated for his/her personal inspection and review. A signature indicates that the individual has waived his/her right to inspect this form and the Reference Form is confidential.

Signature of Candidate: _____ Date: _____

INSTRUCTIONS TO REFERENCE

The above individual has applied for a Resident Assistant position with Residence Life at Aurora University. You may be unfamiliar with the Resident Assistant position. Some of the job responsibilities include:

- ❖ Living and working in an area housing 10-35 college students.
- ❖ Serving as a paraprofessional in areas such as counseling, administration, and student development.
- ❖ Facilitating individual growth and community development.
- ❖ Interpreting and enforcing University and Residence Life policies.
- ❖ Developing and implementing educational and recreational activities.
- ❖ Mediating roommate conflicts and providing information regarding campus resources and activities.

Please complete the following background information:

Name of Reference (Please Print): _____

Position/Title & Organization: _____ Telephone: _____

How long have you known the applicant? _____

In what capacity do you know the applicant? _____

Please rate the candidate according to the criteria listed below. Please support your ratings with comments.

- 5 - Excellent skills to bring and apply to the position.
- 4 - Good skills to bring and apply to the position.
- 3 - Adequate skills to bring and apply to the position.
- 2 - Poor skills to bring and apply to the position.
- 1 - Very poor or little skills to bring and apply to the position.
- NB - No basis to judge candidate's skill or ability.

CRITERIA	RATING	COMMENTS
<u>LEADERSHIP</u> (Initiates activities and incorporates others. Shows objectivity and adaptability.)		
<u>MATURITY</u> (Demonstrates a well-rounded, adult attitude and expresses and controls his/her emotions appropriately. Is reliable and shows self-confidence.)		

COMMUNICATION (Understands and expresses thoughts and feelings clearly and respectfully. Capable of confronting difficult situations and acting appropriately.)		
TEAMWORK (Generates a comfortable working atmosphere with others. Is easy to get along with. Accepting of lifestyles and values that differ from the self.)		
TIME MANAGEMENT (Able to balance many tasks with ease. Has a good sense of priorities. Timely with the completion of tasks.)		

Please circle up to four words/phrases that describe this candidate:

- | | | | | |
|---------------|-----------------|-------------------|------------------|---------------|
| Aggressive | Decisive | Humorous | Open-Minded | Risk Taker |
| Artistic | Determined | Imaginative | Optimistic | Sarcastic |
| Assertive | Eager | Impersonal | Organized | Scattered |
| Blunt | Empathetic | Impulsive | Over Commits | Sensitive |
| Calm | Enthusiastic | Independent | Overly Sensitive | Serious |
| Caring | Even Tempered | Intolerant | Perfectionist | Structured |
| Committed | Extrovert | Introvert | Pessimistic | Talkative |
| Communicative | Facilitative | Laid-Back | Pleasant | Team Player |
| Confident | Flexible | Leader | Quiet | Temperamental |
| Conscientious | Follows Through | Listener | Quiet Strength | Thorough |
| Consistent | Follower | Moody | Relaxed | Trustworthy |
| Creative | Fussy | Motivated | Reliable | Unorganized |
| Credible | High-Strung | Negative Attitude | Responsible | Unreliable |

Please provide additional information that you think will assist us with the evaluation of this candidate (You may attach an additional sheet if necessary):

Please indicate your overall rating of this candidate.

- RECOMMEND HIGHLY.** This candidate possesses the necessary skills required for a Resident Assistant position and would need minimal training.
- RECOMMEND.** This candidate possesses most of the necessary skills and may need some additional training.
- RECOMMEND WITH RESERVATIONS.** This candidate possesses some of the necessary skills and will need thorough training in many areas.
- DO NOT RECOMMEND.** This candidate lacks the necessary skills and/or motivation required to be a Resident Assistant.

Thank you for your time and effort. Please return this reference form by **4:30 PM on Wednesday, February 15, 2012** to the Office of Residence Life, 347 S. Gladstone, Aurora, IL 60506. (630) 844-6192 (Office), (630) 844-4913 (Fax)