

RA Staff Candidate Recommendation

Candidate's Name: _____

Resident Assistant Staff in the Department of Residential Life at Albion College function in a variety of roles, including planning and implementing community development programs, peer advising, creating a cohesive atmosphere within their residential community, enforcing university regulations, documenting resident behavior, leading floor meetings to disseminate College information, serving as resources and/or referral agents for residents living in the residence halls, and establishing a positive interactive relationship with students in the residence hall. The diverse constituencies and roles require a mature person with genuine commitment. To aid us in our selection of appropriate staff, please complete the following recommendation. Thank you.

In answering the following questions, please cite specific examples whenever possible. If you have not had the opportunity to observe the candidate, please indicate as such. Feel free to attach a letter of recommendation on business stationery for your responses.

1. Please indicate how well you know this person and in what capacity.
2. Would you describe this candidate as a reliable and responsible individual? In what ways have you observed this?
3. Have you observed this candidate's reaction to pressure or frustration? Please comment on his/her ability to deal with difficult and demanding situations.
4. What do you see as this candidate's strengths and limitations?
5. Is this candidate a type of person with whom others would be willing to share their personal concerns? Is he/she a person others tend to respect?
6. What is your overall impression of the student? In your opinion, what is the student's likelihood for success as an RA staff member? Comments:

Please place a check mark under the rating which pertains for each item. Your candid observations and comments will be greatly appreciated.

Skill Areas/Personal Characteristics	Outstanding	Good	Average (Still developing)	Below Average	No Observation
Administrative					
Approachability					
Assertiveness/Initiative					
Attitude/Openness to New Ideas					
Attitude/Behavior Concerning Differences/Diversity (race, gender, religion, etc.)					
Confidentiality					
Conflict Resolution					
Confrontation					
Counseling/Referral					
Decision-Making					
Emotional Stability					
Flexibility/Adaptability to Change					
Goal Setting					
Integrity/Honesty/Sincerity					
Interaction/Cooperation with Peers					
Listening Skills and Providing Feedback					
Motivation					
Organizational Skills/Punctuality					
Patience and Maturity					
Planning					
Responsibility/Dependability					
Role Model					
Time Management					

Please circle any of the below words that you have witnessed this candidate exhibit:

Flexible Reliable Ethical Friendly Outgoing Team player Inclusive/Welcoming
 Dedicated Helpful Selfless Counselor Follows direction Communicator Detail-Oriented

Would you recommend this individual for an RA staff position? (check one)

_____ Recommend _____ Recommend with Reservations _____ Would Not Recommend

Signature: _____

Date: _____

Name: _____

Phone: _____

Address: _____

Position/Title: _____

Please submit this recommendation form by mail, in person, email or by fax (please send original in mail):
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