

**RA Staff Candidate Recommendation**

Candidate's Name: \_\_\_\_\_

Resident Assistant (RA) staff in the Department of Residential Life at Albion College function in a variety of roles including but not limited to planning and implementing community development programs, peer advising, creating a cohesive atmosphere within their residential community, enforcing the college student handbook, 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 apartments, and establishing a positive interactive relationship with students in the residence halls, apartments, and throughout campus. The diverse constituencies and roles require a mature person with genuine commitment. To aid us in our selection of the most qualified staff, please complete the following recommendation. Thank you.

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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.

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2. Would you describe this candidate as a reliable and responsible individual? In what ways have you observed this?

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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.

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4. What do you see as this candidate's strengths and limitations?

Strengths: \_\_\_\_\_

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?

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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:

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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 about Diversity					
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:**

Fun	Flexible	Reliable	Ethical	Friendly	Outgoing	Communicator
Detail-oriented	Team Player	Inclusive/Welcoming	Dedicated	Helpful	Selfless	Follows Direction

**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):

Kelsey Earle, RD for Seaton & Whitehouse

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