

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.

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?

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?

- 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 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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