Reference for Resident Assistant Applicant

**Applicant:** Please complete this section before giving to reference writer.

Applicant’s Name: __________________________________________

Student ID: ________________________________________________

I waive my right to read this reference.

Signature

I do not waive my right to read this reference.

Signature

Reference Contributor: Please read the following before completing the form.

Below is an abbreviated position description for the Resident Assistant position. References are an integral part of the application process and decisions will not be made without them. PLEASE RETURN THIS REFERENCE SHEET TO THE APPLICANT OR TO THE OFFICE OF RESIDENCE LIFE at the address below by February 22, 2013. If you have any questions, please contact Kerry Rusak, Associate Director of Residence Life, at (215)753-3702.

A. Name of Reference: __________________________________________

Position/Title: _______________________________________________

Phone: _____________________________________________________

B. How Long Have You Known The Applicant? __________________________

You are:

- Chestnut Hill College Faculty/Administrator/Staff
- Residence Life Staff
- Supervisor
- Other: _____________________________________________________

Signature: ___________________________ Date: _________________

Chestnut Hill College
Office of Residence Life
c/o RA Selection Committee
9601 Germantown Avenue
Philadelphia, PA 19118
via email: rusakk@chc.edu
C. Resident Assistant Job Overview

The goal of the Office of Residence Life is to provide residential students a safe, clean and compatible living environment. Resident Assistants attend to the physical, social, academic and emotional well being of their residents.

- Responsible for managing assigned area, overseeing facility, housekeeping and safety concerns.
- Attends weekly staff meetings, bi-weekly Residence Life staff meetings, serves on rotating duty schedule and conducts building rounds.
- Builds community on floor and among residents through social and educational programming.
- Acts as a resource by providing information on hall closings/opening & housing selection. Refers students to appropriate campus resources as needed, i.e. Counseling Center, Learning Services, Career Development.
- Confronts and documents student code of conduct violations. Assess needs of community, mediating conflicts among students.

D. Reference

Please rate the candidates on each of the characteristics listed below. Comment, if needed, below each characteristic.

1=Poor  2=Fair  3=Average  4=Good  5=Outstanding

Communication Skills:                 ______
Consider ability to listen, interpret and articulate ideas.

Leadership:                   ______
Consider initiative, style, and potential to lead a group.

Responsibility:                  ______
Consider the degree to which the person is dependable, prompt, accurate, and conscientious.

Cooperation:                   ______
Consider adaptability, open-mindedness, ability to follow directions and criticism, ability to work in a group.

Maturity & Sensitivity:                 ______
Consider judgment, patience, approachability, respectfulness of different life-styles and personalities.

My Recommendation:

o Highly Recommend
o Recommend
o Recommend w/Reservations
o Wouldn’t Recommend

*Please attach an additional Letter of Recommendation to further elaborate on the above qualities as they pertain to the candidate.

(A written Letter of Recommendation is required from one Chestnut Hill College reference, but welcome from any outside or secondary CHC reference)