

Resident Assistant Reference Form**Section 1:** To be completed by the applicant

Name: _____

Student ID: _____

Section 2: To be completed by the reference

The above named student is seeking the position as a Resident Assistant at Texas Woman's University. The Resident Assistant serves a group of approximately 30 to 50 students living in a residence hall/apartment complex on campus and is responsible for the following:

- Serving as a role model and aiding in student's educational and personal/social development (e.g., teaching group living skills and a sense of responsibility to the residential community, etc.);
- Developing/encouraging programs that supplement the educational mission of the university as well as fosters cultural awareness, provides recreational outlets, facilitates skill development, etc.;
- Contributing to the efficient and effective daily operations of their hall (e.g., serving as a receptionist at the front desk, conducting floor meetings to keep residents informed, writing reports, etc.); and
- Providing general supervision of the residential community.

We would appreciate it if you will fill out the following reference form, giving us your impressions concerning the applicant. Please place the completed form in a sealed envelope with your signature across the seal and return it to the candidate so that it may be submitted as a part of the application packet. If you have questions about the position you may contact the Department of University Housing at (940) 898-3676 or visit www.twu.edu/housing/ Please evaluate the applicant on each of the following characteristics. Rate each characteristic by checking the phrase which provides the most accurate description of the applicant.

PERSONALITY: Consider honesty and openness, self-confidence, poise, tact, enthusiasm, congeniality, etc.

- Very favorable impression
- Favorable impression.
- Somewhat favorable impression.
- Unfavorable impression.
- Not observed.

MOTIVATION/INITIATIVE: Consider the ease and vigor with which this person approaches a new situation and consider the degree to which this person sets goals for himself/herself.

- Entirely self-motivating
- Needs occasional prompting
- Capable of routine work only
- Depends wholly upon others
- Not observed

COOPERATIVENESS: Consider attitude and ability to work with others, how the person gets along with superiors, peers, subordinates. Receptiveness to suggestion and criticism.

- Very cooperative. Instrumental in developing positive group morale.
- Works well with others. Very adaptable.
- Works satisfactorily with others.
- Not a team worker. Would cause group conflict.
- Not observed.

RESPONSIBILITY: Consider the degree to which this person is dependable, prompt, and conscientious.

- Completely dependable. Would do an excellent job.
- Would do routine work well under supervision.
- Could be a hard worker if interested.
- Avoids responsibility. Seems satisfied to just get by.
- Not observed.

COMMUNICATION: Consider the ability of the candidate to understand questions, grasp new ideas, and express her/his thoughts verbally.

- Exceptional ability to think reflectively. Unusual faculty for clear expression.
- Could grasp problems and ideas readily. Better than average expression.
- Seems somewhat slow in grasping problems and ideas. Speaks with average clarity.
- Poor response to questions. Oral expression is confusing.
- Not observed.

SOCIAL SENSITIVITY: Consider this person's sensitivity to and understanding of reactions and feelings of individuals and of groups and her/his ability to make an effective response to them.

- Exceptionally sensitive and responsive to feelings of others.
- Sensitive to other individuals and responsive to them.
- Sometimes shows social sensitivity. Not always able to respond effectively to feelings and reactions of others.
- Does not seem alert to other people's feelings.
- Not observed.

CRITICAL THINKING AND DECISION-MAKING: Consider the degree to which this person can process information and quickly make sound decisions, especially in an emergency situation.

- () Gathers information, asks good questions, evaluates information, makes informed, well-thought out decisions.
- () Uses a fairly sound process for making decisions. Seeks some information, seeks advice from others.
- () Makes decisions hastily. Does not ask questions or consult others in process.
- () Makes decisions based on emotions rather than information.
- () Not observed.

MATURITY: Consider the degree to which you think this person has developed a mature outlook.

- () Shows exceptionally good judgment. Very mature.
- () Has patience to persevere. Is well adjusted. Appears stable.
- () Displays average maturity.
- () Seems immature.
- () Not observed.

ASSERTIVENESS: Consider this person's ability to stand up for her/his own ideas and to constructively confront others.

- () Expresses beliefs and feelings in honest, direct manner. Respects rights and feelings of others.
- () Demonstrates assertive behavior in most situations.
- () To avoid conflict, accepts ideas and opinions of others too readily.
- () Argumentative. Must be right. Threatened by opposition to own viewpoint.
- () Not observed.

PERSONAL INSIGHTS AND GENERAL COMMENTS REGARDING THE APPLICANT: (please attach another page if more space is needed.)

Would you hire/rehire this person? Yes _____ No _____ Doubtful _____

Relationship to applicant: _____

How long have you known applicant? _____

Name: _____

Address: _____

E-mail address: _____ Phone: _____

Signature: _____ Date: _____

NOTE: It is the candidate's responsibility to submit all completed Reference Forms to the Department of University Housing (3rd floor, Jones Hall) by no later than **Friday, January 25, 2019.**