



Residential Life & Housing

301 W. Cary St., first floor
P.O. Box 842530
Richmond, VA 23284-2530
(804) 828-7666



Applicant's Name

Student

Under the provisions of the Family Educational Rights and Privacy Act of 1974

- I retain my right of access to this document.
- I waive my right of access to this document.

Applicant's Signature

Date

Instructions to Applicant:

One recommendation must be from your current Resident Assistant or Community Assistant and one recommendation from a University staff/ faculty member or employer who knows how you work with other students. Non-residence hall students must obtain at least one recommendation from a current or former employer; and preferably one from a university staff member.

Instructions to Reference:

The purpose of this form is to assist the Residential Life & Housing Office in evaluating applicants for the position of Resident Assistant (RA)/Community Assistant (CA). An RA/CA is a member of the residence hall staff and is typically involved in:

- Helping and advising individual students;
- Providing leadership and initiative in developing opportunities for intellectual, cultural and social growth;
- Assisting in the administration of the living area;
- Supporting and implementing university policies.

Your candid evaluation of the applicant, based upon your experience with her/him will play an important part in the selection process.

Evaluation:

1. How long and in what capacity have you known the applicant?

In answering 2 through 8, please check the appropriate box.

	Very Good	Good	Fair	Poor	Unable to Rate
2. Applicant's ability to be a positive influence with a group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Communication skills (ability to express thoughts and feelings clearly)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Very Good	Good	Fair	Poor	Unable to Rate
4. Reliability (ability to carry through on her / his commitments and responsibilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Independence and maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Ability to be non-judgmental of other lifestyles / values	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Capable of confronting difficult situations and acting appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Exhibits the ability to adjust easily to new experiences and situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Applicant's Strengths:

Applicant's Areas Needing Improvement:

Additional Comments:

Highly Recommend **Recommend** **Recommend with Reservations** **Do Not Recommend**

Name of Reference:

Position or Title:

Address:

 Phone:

Signature of Reference:

 Date:

Please return this form no later than **Wednesday, January 28, 2009** to to:

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