



**John Carroll University**  
**RESIDENT ASSISTANT/ORIENTATION POSITION**  
**Reference**



What position(s) are you applying for: Resident Assistant \_\_\_\_\_ Orientation Leader \_\_\_\_\_ Both \_\_\_\_\_

Under the provisions of the Family Educational Rights and Privacy Act of 1974, this applicant will have access to the information provided below unless he/she has waived such access.

1. Name of Applicant \_\_\_\_\_

2. Box # or Present Address: \_\_\_\_\_

3. (Optional) I hereby waive my right of access to the material recorded below.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

To the reference: John Carroll University seeks mature, compassionate, and committed students to be Resident Assistants. Each RA is responsible for building community on a floor, furthering the mission of John Carroll University, and promoting diversity on campus. The applicant named above has chosen you to let us know more about him/her as we consider him/her in the selection process. Please feel free to omit any questions that you do not feel qualified to answer. Please type or print clearly in blue or black ink.

**Return this reference form to the applicant or to the Office of Residence Life in a sealed envelope with your name signed across the sealed flap by January 5, 2009.** Please keep a copy of this completed form for your records in case this reference is lost in the mail. Thank you for your candid comments.

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

2. Evaluate the applicant's ability to live and work with others. What qualities help or hinder the applicant?

3. What are his/her strengths?

4. In what areas do you think the applicant needs to grow?

5. Give an example of the applicant's style of getting things done.

**-OVER-**

Check the box that you believe best describes the applicant:

4 = Excellent    3 = Good    2 = Needs Improvement    1 = Poor    UN = Unable to Evaluate

CHARACTERISTICS	4	3	2	1	UN	COMMENTS
Ability to clearly express thoughts and ideas						
Ability to actively listen						
Ability to consider other opinions, ideas & thoughts						
Self-confidence						
Assertiveness						
Work ethic						
Approachability						
Sense of humor						
Patience						
Time management						
Knowledge of limitations						
Ability to manage stress						
Ability to work on a team						
Ability to work alone						
Ability to take direction						
Knowledge of community						
Creativity						
Leadership						
Maturity						
Flexibility						
Initiative						
Openness to direction in work						
Emotional stability						

Additional Comments:

Overall, how would you rate the applicant?

\_\_\_\_\_ Exceptional, a rare find  
 \_\_\_\_\_ Good, better than many

\_\_\_\_\_ Might be okay - some reservations  
 \_\_\_\_\_ Do not recommend

Signature \_\_\_\_\_  
 Occupation/Position: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_

Date \_\_\_\_\_  
 Phone \_\_\_\_\_