

**ROBERT MORRIS UNIVERSITY  
OFFICE OF RESIDENCE LIFE  
RESIDENT ASSISTANT APPLICANT REFERENCE FORM**

APPLICANT'S NAME (please print) \_\_\_\_\_

I have requested that this reference form be completed by (reference's name):

\_\_\_\_\_

for use in the Resident Assistant selection process at Robert Morris University. I authorize this person to be a reference for me and to furnish any and all information concerning my previous employment and/or any pertinent information he/she may have, personal or otherwise, and release him/her from all liability for any damage that may result from providing the same. I further authorize the Office of Residence Life to keep this form confidential and waive my right to view it.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

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Thank you for taking the time to evaluate this RA candidate! Your input is very valuable in our decision making process. Please rate each characteristic by checking the boxes that most accurately describe the applicant's abilities. Under the comments, please expand on the applicant's strengths and weaknesses in these areas, or clarify any of the recommendations that you made. The recommendation needs to be returned by Friday, January 15, 2010, to the Office of Residence Life by one of the following methods:

1. Return to the applicant in a sealed envelope to be submitted with the application.
2. Mail directly to : Matthew A. Ireland  
Office of Residence Life  
6001 University Blvd.  
Moon Township, PA 15108

Respondent's Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

How well do you know this applicant? (please check one)

- Very Well  
 Fairly Well  
 Casually

How long have you known this applicant? \_\_\_\_\_

**Ability to Lead and Work with Others** – Consider the ability to inspire others, to coordinate and lead activities, to facilitate group interaction and to respond appropriately to feedback.

- Inspiring to others, very cooperative, strong leader
- Works well with others, very adaptable
- Can do satisfactory work with others, but tends to work alone
- Not a team player, antagonistic at times
- No chance to observe

**Social Sensitivity** – Consider the applicant's ability to be sensitive to and understanding of others' reactions and feelings and the ability to make effective responses to them.

- Exceptionally sensitive and responsive to others
- Genuinely tries to be sensitive, not always able to respond effectively
- Sometimes shows sensitivity, not always able to respond effectively
- Often not alert of others' feelings
- No chance to observe

**Diversity Awareness** – Consider the applicant's ability to be sensitive to and understanding of diversity issues and their ability to respond effectively to them.

- Exceptionally sensitive, aware of issues and responsive to them
- Genuinely tries to educate self and understand issues
- Sometimes shows sensitivity, not always able to respond effectively
- Could be considered to have a lack of understanding
- No chance to observe

**Responsibility** – Consider the degrees to which the applicant is dependable, prompt, reliable, and able to manage time effectively.

- Very dependable, always completes tasks on time, takes initiative
- Works hard if interested, generally reliable, needs direction
- Satisfied just to get by, somewhat unreliable, not much initiative
- No chance to observe

**Ability to Express Self** – Consider the applicant's communication style and skills

- Clear, precise communication skills
- Logical, good self-expression
- Usually gets ideas across, sometimes vague
- Frequently vague and/or unable to communicate clearly
- No chance to observe

**Maturity** – Consider the applicant’s common sense, judgment, integrity, and self-awareness.

- Displays mature and responsible behavior, is respected by peers
- Is mature and responsible in most situations
- Displays average maturity for age, sometimes influenced to act against better judgment
- Often displays immature behavior or attitude
- No chance to observe

**Stress Management** – Consider the applicant’s response to stressful situations and evenness of disposition and mood.

- Very flexible, capable of dealing with stress appropriately
- Even disposition, stress occasionally disrupts life
- Stable in ordinary situations, but can quickly become stressed by small problems
- Tends to be overly-emotional, easily disrupted by stress
- No chance to observe

**Overall recommendation**- Do you recommend that the applicant be hired as a Resident Assistant?

- Definitely hire, explanation below
- Probably hire, consider reservations below
- Probably do not hire, consider reservations below
- Definitely do not hire, explanation below

**Explanation of overall recommendation:**

**What do you see as the applicant’s greatest strengths?**

**Which areas would concern you?**

**Other comments:**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_