## RESIDENT ASSISTANT REFERENCE FORM OFFICE OF RESIDENCE LIFE AND HOUSING SERVICES WEST CHESTER UNIVERSITY

NAME:		
FIRST	MIDDLE INITIAL	LAST
placed in my file that are submitted w	Family Education Rights and Privacy Acrith reference to the Resident Assistant Say right to review this recommendation.	et of 1974 to review confidential appraisals Selection Process.
SIGNATURE OF APPLICANT		DATE
Reference Name:		
Relationship to Candidate:		

For each item listed below rate the candidate's abilities as:

- (5) Exemplary Significantly and consistently exceeded expectations.
- (4) Highly Effective Consistently exceeded expectations.
- (3) Effective Consistently met expectations.
- (2) Inconsistent Did not consistently meet expectations.
- (1) Not Effective Consistently below expectations

The candidate is punctual.
The candidate has the ability to conduct themselves in a professional manner.
The candidate has the ability to express themselves in both oral and written form.
The candidate has the ability to work well with others using a collaborative approach.
The candidate has the ability to take directives from their supervisor.
The candidate has the ability to uphold and enforce university policies.
The candidate has the ability to socialize in new situations with ease.
The candidate has the ability to ask for help when needed.
The candidate has the ability to understand other people's perspective.
The candidate has the ability to include students that are completely different from them.
The candidate has the ability to resolve conflict without "drama".
The candidate has the ability to maintain a positive attitude even when things are not going well.
The candidate has the ability to handle emergency situations effectively (will be trained on this)
The candidate has the ability to complete administrative responsibilities in a timely fashion.
The candidate has the ability to establish personal boundaries.
The candidate has the ability to be an effective role model for his/her peers.
The candidate has the ability to be viewed as a leader.

The candidate has the ability to empathize with peers.
The candidate has the ability and desire to HELP peers in every situation.
The candidate has the ability to maintain confidentiality
The candidate has the ability to use time wisely and plan ahead.

If you submitted a ranking of (5) Exemplary - Significantly and consistently exceeded expectations. Please explain in detail how this candidate exceeded expectations.

## **ADDITIONAL COMMENTS:**

PRINTED NAME:	
SIGNATURE & DATE:	
CONTACT PHONE NUMBER:	