

**SUMMER STAFF ASSISTANT REFERENCE FORM
OFFICE OF RESIDENCE LIFE AND HOUSING SERVICES
WEST CHESTER UNIVERSITY**

NAME: _____
 FIRST MIDDLE INITIAL LAST

I understand my right under the U.S. Family Education Rights and Privacy Act of 1974 to review confidential appraisals placed in my file that are submitted with reference to the Resident Assistant Selection Process.

I do ___ I do not ___ waive my right to review this recommendation.

SIGNATURE OF APPLICANT DATE

Reference Name: _____

Date: _____

Relationship to Candidate: _____

Please return completed form to:

**Residence Life and Housing Services
Summer Staff Assistant Selection Process,
202 Lawrence Hall, West Chester University
West Chester, PA 19383**

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

- (4) Highly Effective** - Consistently exceeded expectations.
- (3) Effective** - Consistently met expectations.
- (2) Inconsistent** - Did not consistently meet expectations.
- (1) Not Effective** - Consistently below expectations
- (0) Not able to rate**

	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 follow the rules.
	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 **(4) Highly Effective** - Consistently exceeded expectations. Please explain in detail how this candidate consistently exceeded expectations.

ADDITIONAL COMMENTS:

PRINTED NAME:	
SIGNATURE & DATE:	
CONTACT PHONE NUMBER:	
EMAIL:	