



MARQUETTE UNIVERSITY

Division of Student Affairs
Office of Residence Life

Resident Assistant Applicant Reference Form

FOR THE CANDIDATE: Please give this form to one of your two references. Your reference will need to complete it and place it in a sealed envelope before returning the envelope to you. Please include both references with your application packet. Your completed application packet is due to the Office of Residence Life by 5:00 PM January 17 or 18, 2012.

OPTIONAL: I hereby waive my right to inspect and review the reference form. I understand that this form will only be used in the Resident Assistant Selection Process.

Applicant's Signature: _____ Date: _____

_____ is interested in a position as a Resident Assistant with the Office of Residence Life. This reference form is designed to help us determine whether the candidate has the qualities and experiences that will enable him/her to become a successful Resident Assistant. Applicants are selected on the basis of their concern for and ability to relate to others, sense of responsibility, leadership experience, and overall maturity. Specific qualifications include strong interpersonal skills, leadership experience and potential, and ability to be an academic and personal role model (2.5 GPA at time of application and employment and no current disciplinary action).

Specific responsibilities include:

- A. Relationships with Students** – promoting individual growth while developing a sense of community on a residence hall floor
- B. Student Conduct** – facilitating mature behavior in order to foster an atmosphere conducive to study; the consistent enforcement of University and department policies throughout the hall
- C. Programming** – planning, developing, implementing and evaluating educational, developmental and social programs both for individual floors and the entire hall; assisting in the advising and support of the hall government
- D. Administration** – performing regular administrative tasks such as writing reports and attending meetings
- E. Communication** – representing the University and department to students, parents, faculty, staff and the general public

Reference's Rating of the Candidate

Please rate this candidate on the indicators listed below based on your interaction with him/her.

Personal Traits	Excellent	Good	Fair	Poor	N/A
Personality (poise, openness, pleasantness)					
Maturity (sound decision making, open-mindedness)					
Emotional stability (disposition, personal adjustment)					
Integrity					
Acceptance of cultural and lifestyle differences					

Please provide comments about the candidate's personal traits:

Social Skills	Excellent	Good	Fair	Poor	N/A
Cooperativeness (positive attitude, supportive, teamwork)					
Communication (written and oral self-expression, listening)					
Responsibility (dependable, accurate, conscientious)					
Assertiveness (ability to deal with conflict, tact)					

- RA Application Reference Form -

Please provide comments about the candidate's social skills:

Administrative Ability	Excellent	Good	Fair	Poor	N/A
Timeliness					
Planning and organization					
Follow-through					
Attention to detail					

Please provide comments about the candidate's administrative abilities:

Which specific responsibility area (relationships with students, student conduct, event planning, administration, communication) do you think the candidate would excel at the most? Which do you think would challenge the candidate the most? Also, please include any other information you feel would be helpful to the Selection Committee. Feel free to attach a separate piece of paper, if necessary.

REFERENCE'S INFORMATION (please print)

Name _____ Title _____

Address _____ Phone # _____

Relationship to the candidate _____

How long have you known the candidate _____

Evaluator's Signature _____ Date _____

If the applicant has waived their right to view the reference form, please return the reference form to the applicant in a sealed envelope.