

**Hendrix College Residence Life Office
Resident Assistant Recommendation Form
2016 – 2017**



Name of Applicant: _____

By signing below, I waive my right to view the contents of this recommendation.

Signature of Applicant

Date

Name and Address of Reference: _____

Reference Telephone #: _____

The student listed above is applying for a position as a Resident Assistant at Hendrix College. They have selected you as someone who would be able to provide personal observation of their abilities. The Residence Life Office would appreciate your honest and objective opinion regarding the student's qualifications for the position. Your recommendation is an essential part of the candidate's application, and we are asking that this form be completed and submitted to the Residence Life Office by **February 17, 2016**.

How long have you known the applicant? _____

In what capacity have you known, and/or worked with, the applicant? _____

Please return the attached completed form to:

Residence Life Office
Hendrix College
1600 Washington Avenue
Conway, AR 72032

OR

Email: housing@hendrix.edu

Resident Assistant Candidate Evaluation

Resident Assistants (RAs) are students who live within a residence hall and help to facilitate the building of a sense of community within the halls, uphold college policies, mediate roommate conflicts, plan programs, manage their floors and building, and handle a series of related administrative tasks. The RAs must be mature and responsible students, able to balance their roles as student and peer leaders, providing a positive link between Hendrix students and the Residence Life Office. They work with other Residence Life staff in implementing the goals and objectives of the Office.

Below are a list of abilities that we deem important to a student's ability to be a successful Resident Assistant. Please check the description in each section of evaluation criterion that most appropriately describes the applicant. We ask that you qualify your choices with comments and specific examples whenever possible. Any comments you provide will be helpful to us in our review of the applicant.

Leadership Ability

- Able to manage others extremely well; inspires and motivates.
- Able to manage others well; gets cooperation.
- Lacking in some aspects of leadership, but has potential.
- Does not take leadership roles; demonstrates poor leadership.
- No chance to observe.

Comments: _____

Sensitivity to Others

- Very sensitive to others; proactive; open to diverse backgrounds and ideas; ability to empathize.
- Sensitive to others; growing appreciation of diverse backgrounds and ideas.
- Sometimes shows sensitivity; tolerant of extremes, but not always able to respond effectively.
- Overly sensitive to feelings of others; takes on others' problems; may be insensitive.
- No chance to observe.

Comments: _____

Dependability

- Conscientious in all work, needs no follow up; extremely reliable.
- Reliable; gets work done, though may need some follow up.
- Usually needs follow up; capable of completing most tasks with reminders.
- Seldom completes assigned tasks; unreliable.
- No chance to observe.

Comments: _____

Integrity

- _____ High standards; able to handle information given in confidence; very honest and trustworthy.
- _____ Good standards; not likely to reveal information given in confidence; trustworthy.
- _____ Standards fluctuate; might reveal information given in confidence.
- _____ Low standards; untrustworthy; should not be given confidential information.
- _____ No chance to observe.

Comments: _____

Communication Skills

- _____ Excellent ability to convey their thoughts and ideas; communicates clearly and listens well.
- _____ Good self-expression; communicates clearly and completely; generally a good listener.
- _____ Generally gets ideas across; sometimes does not listen effectively.
- _____ Communication skills lacking; does not convey thoughts well; poor listener.
- _____ No chance to observe.

Comments: _____

Overall Recommendation

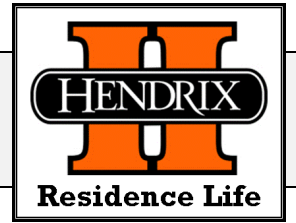
- _____ Highly recommend.
- _____ Recommend.
- _____ Recommend with reservations.
- _____ Would not recommend.

Additional Comments: _____

Signature of Reference

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- _____ Recommend.
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Date