CENTRE COLLEGE
Office of Residence Life

Resident Assistant Candidate Recommendation Form

I. Directions to the Candidate: Give this form to each of your references. Complete the top section and deliver in sufficient time to be completed and returned to the Student Life Office by the deadline. Current RAs and members of the Student Life Office may not fill out recommendations.

Name of Resident Assistant Candidate: ____________________________________________

Name of person completing form: _________________________________________________

Title/Position/Relationship to Candidate: __________________________________________

I _____ waive _____ do not waive my right to inspect the contents of this recommendation.

Candidate’s signature: ___________________________ Date: ________________________

Recommendation due in the Residence Life Office by Monday, February 24, 2014

II. Job Description: A Resident Assistant (RA) at Centre College is an individual who is capable of enhancing the social, academic, and personal growth of students living in the residence halls as well as contributing to the effective management of the hall. The RA serves as a referral and information source, an enforcer of regulations, a program planner, and above all, a role model.

III. Directions for completing the recommendation: Please check the one description which most appropriately describes the candidate. Any comments you can provide will be appreciated and will enhance the evaluation. Please check only one item in each category.

1. Leadership Ability
   ____ Inspires a high degree of cooperation.
   ____ Manages others well; gets cooperation and loyalty.
   ____ Leads in minor affairs successfully.
   ____ Does not take a leadership role.
   ____ Leadership performance causes friction.
   ____ No chance to observe.
   Comments:

2. Sensitivity to Others
   ____ Sensitive to others and responsive to them; has developed the ability to empathize.
   ____ Sometimes shows sensitivity; tolerant of extremes, but not always able to respond effectively.
   ____ Sometimes not alert to others' feelings; tends to stereotype and label.
   ____ Overly sensitive and responsive to feelings of others; takes on others' problems for them.
   ____ No chance to observe.
   Comments:

3. Dependability
   ____ Conscientious in all work, needs no follow-up; reliable.
   ____ Generally reliable; may need some follow-up.
   ____ Usually needs follow-up; capable of completing most tasks.
   ____ Seldom completes assigned tasks; unreliable.
   ____ No chance to observe.
   Comments:
4. **Integrity**
   - High standards; appropriately handles information given in confidence; honest, trustworthy.
   - Good standards; seldom reveals information given in confidence; trustworthy.
   - Satisfactory standards; probably would not reveal information given in confidence.
   - Standards fluctuate; might reveal information given in confidence.
   - Low standards; untrustworthy; should not be given confidential information.
   - No chance to observe.

   Comments:

5. **Communication Skills**
   - Excellent command of words and ideas; communicates clearly and listens exceptionally well.
   - Good self-expression; responds clearly and completely; generally a good listener.
   - Generally gets ideas across; sometimes does not listen well; may be misunderstood occasionally.
   - Usually illogical or incoherent; communication skills are poorly developed.
   - No chance to observe.

   Comments:

6. **Self-confidence**
   - Comfortable with self; has the courage to face situations confidently; open to constructive criticism.
   - Generally confident about own ideas; willing to hear constructive criticism.
   - Lacks confidence in some areas; not always receptive to feedback.
   - Not confident; lacks knowledge of personal strengths and weaknesses; generally unsure of self.
   - Overconfident; has unrealistic views of personal qualities; not receptive to constructive criticism.
   - No chance to observe.

   Comments:

7. **Emotional Control - Maturity**
   - Very well balanced emotionally; has a positive, mature attitude.
   - Well balanced emotions; normally self-controlled; generally mature in making judgments.
   - Unpredictable under stress; may be overly emotional; judgments made reactively.
   - Unemotional; represses feelings; immature in making decisions.
   - No chance to observe.

   Comments:

8. **Overall Recommendation**
   - Excellent; recommend highly; possesses the skills and motivation required of the RA position.
   - Good; recommend; possesses most of the skills and motivation required of the RA position.
   - Average; recommend with minor reservations; possesses several skills required of the RA position.
   - Fair; cannot recommend at this time; has the ability to develop the skills required of the RA position, but is not ready to assume the position now.
   - Poor; cannot recommend; does not possess the ability to be an RA.

   Comments:

Signature __________________________________________ Date ______________________

Contact Information: phone number ____________ email ______________________

Please mail to: Centre College Residence Life Office, 600 West Walnut Street, Danville, KY 40422, email to sarah.hall@centre.edu, or fax to 859.238.5482, attention: Sarah Scott Hall, Director of Residence Life