

Reference for Resident Assistant Position – For Academic Year 2019-2020

(One reference must be from your current or former Resident Head, if applicable)

Candidate's Full Name : _____

To the Candidate: Please check one of the following statements, date and sign where indicated.

- In accordance with the Family Educational Rights and Privacy Act of 1974, I hereby **waive** the right of access to my application file and any letters of recommendation therein. All information in my file will therefore be unavailable for my review.
- In accordance with the Family Educational Rights and Privacy Act of 1974, I **do not waive** the right of access to my application file and any letters of recommendation therein. All information in my file will therefore be available for me to review upon request.

Candidate's Signature: _____ Date: _____

To the Recommender:

The person listed has requested a reference for the position of Resident Assistant (RA). RAs live in the Houses and provide informal guidance to residents. They work with students to promote a variety of cultural, social, and recreational programs, enhancing the Houses as communities supportive of the educational mission of the University. RAs serve as role models, community builders, and as a peer resource to residents. We would like to have your opinion of the applicant's ability to perform this work.

How long have you known this candidate? _____

In what capacity? _____

Please rate the candidate based on the competencies listed below.

5= Excellent, 4= Above average, 3= Average, 2= Below average, 1= Very Poor

Leadership Ability..... Choose an item.
(Candidate can function as an effective role model and is able to delegate responsibility)

Relationship Building..... Choose an item.
(Candidate is trustworthy, friendly, and mindful of others)

Communication Skills..... Choose an item.
(Candidate engage in prompt, professional communication in writing and in person)

Listening Skills..... Choose an item.
(Candidate actively listens and makes an attempt to effectively comprehend the information provided)

Problem Solving Ability..... Choose an item.
(Candidate offers original and creative solutions to problems and challenges)

Emotional Maturity..... Choose an item.
(Candidate can recognize, understand, and manage their emotions)

Ability to work on a team..... Choose an item.
(Candidate communicates effectively with others and is able to work with a variety of different group members)

Inclusivity..... Choose an item.
(Candidate solicits participation from diverse members of a group and makes an effort to understand the viewpoints of others)

Resident Assistant (RA) Recommendation – For Academic Year 2019-2020

Recommendation Letter: Please comment on the applicant's emotional maturity, analytical skills, cooperativeness, leadership qualities, personal growth, initiative, acceptance of responsibility, interpersonal skills, ability to communicate with others, ability to be supervised effectively, character, work ethic, ability to work with diverse student populations, or other factors you believe may be relevant to the success of this candidate in this position.

Recommendation letters should be no more than one typed single-spaced page.

Name of Recommender: _____

Position: _____

Address: _____

Signature: _____ Date: _____

Can you recommend this person with confidence for the Assistant Resident Head (RA) position?

- Recommend
- Recommend with Reservations
- Do Not Recommend
- Not able to Judge

Please return by 4:30pm on Tuesday, February 22, 2019 to:

The University of Chicago
Housing & Residence Life
5500 South University Avenue
Suite 110
Chicago, IL 60637
FAX: 773-702-2312

Scan and email to housingselection@uchicago.edu