

# RESIDENT ADVISOR REFERENCE FORM

Name of Applicant: \_\_\_\_\_

The person named above is applying for a RA position in the residence hall program at The University of Memphis. The primary responsibilities of the Resident Advisor include counseling students, programming student activities, administration of residence hall procedures, disciplinary confrontation, conflict management and crisis intervention. To be successful, a RA must possess or be capable of developing the following attributes:

1. Establishing and maintaining healthy relationships
2. Communicating effectively (both oral and written)
3. Organizing and managing one's own affairs, including the ability to simultaneously manage academic responsibilities as well as those of the RA role
4. The desire to grow personally and to help others
5. Emotional and psychological stability and maturity

The RA Selection committee would greatly appreciate your candid assessment of this candidate based on his/her personal characteristics, skills and potential for success in this very demanding role. Please complete this reference form and return it to:

**Residence Life**  
**The University of Memphis**  
**Richardson Towers, Room 011**  
**Memphis, TN 38152**

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How well do you know the candidate?      Slightly      Fairly well      Very well      (Please circle one)

Under what circumstances do you know the candidate \_\_\_\_\_

Considering other college student you know, please rate this candidate according to the following criteria: (feel free to write comments in the space provided)

**5 = Outstanding      4 = Above Average      3 = Average      2 = Below Average      1 = Don't know**

5 4 3 2 1      **Leadership:** the ability to inspire others; to coordinate and lead activities; to facilitate a group

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5 4 3 2 1      **Organization:** The ability to prioritize tasks and manage time wisely

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5 4 3 2 1      **Temperament:** The ability to maintain a positive outlook and realistic perspective

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5 4 3 2 1      **Initiative:** How this person approaches new situations; self motivation; ability to set and accomplish goals and need for supervision

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5 4 3 2 1 **Interpersonal Relationships:** Attitude and ability to work with others; sincerity; flexibility; cooperation; ability to work with supervisor.

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5 4 3 2 1 **Responsibility:** The degree to which the applicant is dependable, prompt, and accurate

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5 4 3 2 1 **Communication:** The ability to grasp ideas; to read, speak, and write effectively; and to listen and convey understanding to others

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5 4 3 2 1 **Maturity:** Common sense; self-awareness; judgement; integrity; and ability to deal with a wide range of personalities

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5 4 3 2 1 **Emotional Stability:** The direction and control of emotional response; general disposition; and predictability

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5 4 3 2 1 **Social Sensitivity:** The applicant's ability to be sensitive to and understand the feelings and reactions of others and the ability to make effective responses to them

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Please provide an overall assessment of candidate's strengths & weaknesses.

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Please indicate your reactions to this person's potential for success as a RA by circling one response:

**Highly Recommend    Recommend    Recommend with reservations    Do not recommend at this time**

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_