

**DEPARTMENT OF RESIDENTIAL LIVING**  
**WTAMU Box 60878**  
**Canyon, TX 79016**  
**Resident Assistant Candidate**  
**Reference Form**

Applicant's Name: \_\_\_\_\_

Date: \_\_\_\_\_

This reference form will be used to evaluate the above mentioned candidate as a Resident Assistant. Your opinion and your honesty is greatly appreciated. You may return this form in the envelope provided. Thank you.

### Perception of Applicant

#### 1. Responsibility

- Excellent – diligently follows through
- Good – follows through on tasks
- Average – usually follows through on tasks
- Poor – follows through with guidance

#### 2. Work Ethic

- Excellent – goes above & beyond the call of duty
- Good – puts forth extra effort occasionally
- Average – does only what is required
- Poor – does not always complete requirements

#### 3. Leadership

- Excellent – a leader of leaders
- Good – contributes positively
- Average – usually well balances
- Poor - \_\_passive/\_\_\_negative influence

#### 4. Attitude

- Excellent – consistently maintains positive attitude
- Good – usually maintains positive attitude
- Average – occasionally maintains positive attitude
- Poor – frequently displays negative attitude

#### 5. Judgment

- Excellent – consistently makes wise decisions
- Good – makes good decisions
- Average – makes fair decisions
- Poor - \_\_\_hasty decision/\_\_\_indecisive

#### 6. Cooperation

- Excellent – consistently helps those around them
- Good – helps when asked
- Average – cooperates when needed
- Poor – difficult to work with

#### 7. Integrity

- Excellent – consistently trustworthy
- Good – generally honest and true
- Average – not a strength
- Poor – questionable

#### 8. Communication

- Excellent – articulate in all groups
- Good – generally honest and true
- Average – gets thoughts across, may be hesitant
- Poor – difficulty articulating thoughts\

#### 9. Initiative

- Excellent – will look for things to do
- Good – will do what needs to be done
- Average – will do the obvious
- Poor – needs to be told what to do

#### 10. Motivation

- Excellent – highly self motivated
- Good – effectively motivated
- Average – usually purposeful
- Poor – needs motivation

#### 11. Time Management

- Excellent – balances all commitments
- Good – generally balances all commitments
- Average – has difficulty balancing commitments
- Poor – unable to balance commitments

#### 12. Team Participation

- Excellent – outstanding group member
- Good – contributes
- Average – usually contributes in a positive manner
- Poor – difficulty working in a group

13. Sociability – check all that apply to the applicant

- |                                       |                                        |                                      |                                                |
|---------------------------------------|----------------------------------------|--------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Sociable     | <input type="checkbox"/> Humorous      | <input type="checkbox"/> Friendly    | <input type="checkbox"/> Confident             |
| <input type="checkbox"/> Mature       | <input type="checkbox"/> Wise          | <input type="checkbox"/> Consistent  | <input type="checkbox"/> Entertaining          |
| <input type="checkbox"/> Meticulous   | <input type="checkbox"/> Arrogant      | <input type="checkbox"/> Hyperactive | <input type="checkbox"/> Spontaneous           |
| <input type="checkbox"/> Analytical   | <input type="checkbox"/> Aggressive    | <input type="checkbox"/> Not tactful | <input type="checkbox"/> Blunt                 |
| <input type="checkbox"/> Hard to read | <input type="checkbox"/> Articulate    | <input type="checkbox"/> Shy         | <input type="checkbox"/> Contemplative         |
| <input type="checkbox"/> Negative     | <input type="checkbox"/> Withdrawn     | <input type="checkbox"/> Determined  | <input type="checkbox"/> Caring                |
| <input type="checkbox"/> Noisy        | <input type="checkbox"/> Excitable     | <input type="checkbox"/> Helpful     | <input type="checkbox"/> Perceptive            |
| <input type="checkbox"/> Assertive    | <input type="checkbox"/> Condescending | <input type="checkbox"/> Dependable  | <input type="checkbox"/> Willing to compromise |

For how long and under what condition do you know the applicant?

What impresses you about this applicant?

What factors would hinder the candidate's performance as a Resident Assistant?

Would you hire this person? Why or Why Not?

OVERALL RATING:

- |                                           |                                                      |
|-------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Highly Recommend | <input type="checkbox"/> Recommend with Reservations |
| <input type="checkbox"/> Recommend        | <input type="checkbox"/> Do not Recommend            |

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Title \_\_\_\_\_

Contact Phone Number \_\_\_\_\_