

Resident Assistant (RA) Reference – For Academic Year 2024-2025

Candidate Name (print in full): _____

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 Signature: _____ Date: _____

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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	5	4	3	2	1	Not able to judge
(Candidate can function as an effective role model and is able to delegate responsibility)						

Relationship Building	5	4	3	2	1	Not able to judge
(Candidate is trustworthy, friendly, and mindful of others)						

Communication Skills	5	4	3	2	1	Not able to judge
(Candidate engages in prompt, professional communication in writing and in person)						

Listening Skills	5	4	3	2	1	Not able to judge
(Candidate actively listens and tries to effectively comprehend the information provided)						

Problem Solving Ability	5	4	3	2	1	Not able to judge
(Candidate offers original and creative solutions to problems and challenges)						

Emotional Maturity	5	4	3	2	1	Not able to judge
(Candidate can recognize, understand, and manage their emotions)						



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Ability to work in a team 5 4 3 2 1 Not able to judge
(Candidate communicates effectively with others and can work with a variety of different group members)

Inclusivity 5 4 3 2 1 Not able to judge
(Candidate solicits participation from diverse members of a group and tries to understand the viewpoints of others)

Ability to deal with the unexpected 5 4 3 2 1 Not able to judge
(Candidate is flexible and able deal with things as they come (i.e. all of the changes impacted by a pandemic)

Resident Assistant (RA) Recommendation – For Academic Year 2024-2025

Recommendation Letter: Please comment on the applicant's emotional maturity, analytical skills, cooperativeness, leadership qualities, personal growth, initiative, acceptance of responsibility, conflict management skills, 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. Also, feel free to comment on the ratings you provided above.

Name of Recommender: _____

Position: _____

Address: _____

Signature: _____ Date: _____



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

_____ Recommend

_____ Recommend with Reservations

_____ Do not Recommend

_____ Not able to judge

Please return by 5:00 PM on Friday, February 2, 2024 to:

Email to hrlrecruitment@uchicago.edu