

Candidate Name:

TO THE RECOMMENDER: The person above has applied for a Learning Community Assistant position with the Office of Residence Life. The Residence Life Staff Selection Committee would greatly appreciate your evaluation of this candidate. This form will be kept CONFIDENTIAL.

The Learning Community Assistant (LCA) is a member of the Residence Life team. The LCA is responsible for the development and implementation of First Year Experience programs in Ondine and Broadway halls with specific goals around diversity, critical thinking, service learning, academic skill building, and connecting residence hall programming with the Freshman Inquiry (FRINQ) courses. Under the direction and supervision of Residence Life, the LCA is responsible for providing programs, resources, and assistance that will support and enhance a global perspective, critical thinking, civic responsibility, and academic success. An LCA is a full-time student at Portland State University who lives within the residence halls and acts as a role model and representative of the residence hall community, Residence Life, and other administrative departments within the University. The LCA position is an academic year appointment. This position demands both time and energy and requires that a Residence Life Staff Member be in good mental and academic standing.

In what capacity and for how long have you known this candidate?

- | | |
|--|--|
| <input type="checkbox"/> Supervised candidate as | <input type="checkbox"/> 0 – 1 year |
| <input type="checkbox"/> Academic | <input type="checkbox"/> 1 – 3 years |
| <input type="checkbox"/> Other | <input type="checkbox"/> More than 3 years |

How would you rate the candidate's ability to be on-time and complete administrative work as directed?

Arrives on time and prepared:

- Always
- Usually
- Sometimes
- Rarely
- Never

Completes work assignments:

- Consistently as instructed
- Usually as instructed
- Needs some assistance
- Has considerable difficulty
- Never completes instructed

How would you rate this candidate regarding their maturity, specifically as it relates to decision making?

- Very mature, can be trusted to make good decisions with positive outcomes
- Somewhat mature, usually makes good decisions with generally positive outcomes
- Sometimes lacks maturity, but has the capacity to learn from negative outcomes
- Underdeveloped maturity and has difficulty learning from negative outcomes
- Not enough contact to make an evaluation

How would you identify this candidate's ability to work as a team member?

- Always works well in teams and is regarded positively by most team members
- Generally works well in teams and is usually regarded positively by most team members
- Sometimes works well in teams but has some conflicts with other team members
- Rarely works well in teams and has considerable conflicts with other team members
- Not enough contact to make an evaluation

How would you identify this candidate's ability to communicate?

- Always communicates clearly using the appropriate tone and demeanor
- Generally communicates clearly but may be challenged in certain circumstances
- Sometimes communicates clearly but is often challenged and needs guidance
- Has considerable difficulty communicating clearly and has been challenged in many situations
- Not enough contact to make an evaluation

How would you identify this candidate's ability to demonstrate organizational skills?

- Always organized and follows through on assignments
- Generally organized but may get sidetracked occasionally
- Sometimes organized but frequently needs a reminder to complete tasks
- Rarely organized, constantly forgetting and needs numerous reminders
- Not enough contact to make an evaluation

How would you identify this candidate's ability to provide leadership?

- Always takes charge and disseminates tasks to accomplish the main objective
- Generally works well as a leader, can command a group to accomplish their tasks
- Sometimes works well as a leader but often needs the assistance of others
- Rarely takes on the leadership role, needs encouragement to accept new responsibilities
- Not enough contact to make an evaluation

What additional information would you like us to consider about this candidate?

Overall Recommendation (check one)

- Strongly Recommend Recommend with Reservations Do Not Recommend

Reference completed by:

Position/Title:

Department/company:

Address:

E-Mail:

Phone:

Please return completed form to:

Office of Residence Life

Broadway Housing Building #230 Portland, Oregon 97201

Fax: 503.725.2454 Email: reslife@pdx.edu Campus Mail: RES

REFERENCES MUST BE RECEIVED BY: Friday, January 15, 2010 by 4 PM