

Candidate Name:

TO THE RECOMMENDER: The person above has applied for a Resident 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.

As a Resident Assistant, this individual would serve as an advisor to 35 - 100 residents living on a floor or Brownstone. The major responsibilities of this position include: assisting residents with personal and academic problems; interpreting and enforcing University and Residence Hall policies and procedures; providing programs for residents of an academic, educational, social, and recreational or diversity nature. 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:

Department:

Campus Address:

E-Mail:

Phone: () -

If the submit button did not work
Deliver to: Broadway Housing Building room 230
Fax: 503.725.2454 Email: reslife@pdx.edu Campus Mail: RES

REFERENCES MUST BE RECEIVED BY: Friday, January 16, 2008 by 4 PM