First Time RESIDENT ASSISTANT REFERENCE FORM

_____ has applied for the Residence Assistant (RA) position at Geneva College for the 2013 - 2014 school year. An RA is a student member of the Residence Life Department who assists students within a specific residence hall floor or community. This position involves hall management, community development, programming, mediation/intervention, student accountability, and other departmental responsibilities. ***Note to Applicant***: By writing your name and giving this form to your reference, you waive your right to view this form.

On a scale of 1-10 (1 being not at all and 10 being exceedingly well, how well do you feel that you know this RA Applicant? _____

Please circle up to 8 adjectives that best describe the applicant:

agreeable	credible	enthusiastic	harmonious	obedient	sincere
alert	cultured	excited	helpful	organized	skillful
ambitious	decisive	exclusive	hilarious	peaceful	steadfast
amusing	delightful	fair	honorable	productive	successful
brave	detailed	faithful	humble	proud	succinct
bright	determined	fearless	impartial	punctual	talented
calm	diligent	frank	instinctive	quiet	thoughtful
capable	dynamic	friendly	joyous	receptive	tough
charming	eager	funny	kind-hearted	reflective	trustworthy
cheerful	efficient	generous	knowledgeable	responsible	unbiased
comfortable	encouraging	gentle	likeable	self-assured	willing
confident	energetic	happy	lively	sensitive	wise
cooperative	entertaining	hard worker	mature	silly	witty

Please rate the applicant according to the following criteria*:*

I. SOCIALLY AWARE:	BOTTOM 50%	TOP 50%	TOP 25%	TOP 10%	TOP 5%	TOP 1-2%	NOT SEEN
UNDERSTANDING OF SOCIAL ENVIRONMENTS							
ADAPTS COMMUNICATION TO EACH INDIVIDUAL							
UNDERSTANDS NON-VERBAL COMMUNICATION							
TACTFULNESS IN WORKING WITH OTHERS							
ADAPTS LEADERSHIP BASED ON EACH SITUATION							

COMMENTS: _____

_____

_____

II. TEACHABILITY:	BOTTOM 50%	TOP 50%	TOP 25%	TOP 10%	TOP 5%	TOP 1-2%	NOT SEEN
OPENNESS TO FACE NEW CHALLENGES							
RESPECTFUL ATTITUDE TOWARDS AUTHORITY							
PATIENCE IN DEALING WITH THE UNKNOWN							
ASKS FOR HELP WHEN IT'S NEEDED							
ASSIMILATES NEW INFORMATION QUICKLY							
WILLINGNESS TO ACCEPT INSTRUCTION							

COMMENTS: _____

_____

_____

III. INTERDEPENDENT:

	BOTTOM 50%	TOP 50%	TOP 25%	TOP 10%	TOP 5%	TOP 1-2%	NOT SEEN
ACTIVELY LISTENS TO OTHER PEOPLE'S IDEAS							
ABILITY TO COLLABORATE WITH OTHERS							
WILLINGNESS TO DEPEND ON OTHER PEOPLE							
AMBITION ISN'T CONFINED TO PERSONAL GOALS							
CONSCIENTIOUS OF OTHER PEOPLE'S OPINIONS							

COMMENTS: _____

_____

_____

IV. DEPENDABILITY:

	BOTTOM 50%	TOP 50%	TOP 25%	TOP 10%	TOP 5%	TOP 1-2%	NOT SEEN
HONEST IN SMALL THINGS AND LARGE THINGS							
PERSEVERANCE THROUGH OBSTACLES							
HAS INTEGRITY IN DIFFICULT SITUATIONS							
DILIGENTLY COMPLETES WORK THEY ARE GIVEN							
SOMEONE THAT PEOPLE TURN TO FOR HELP							
NEEDS MINIMAL DIRECTION WHEN GIVEN TASKS							
GOES BEYOND THE MINIMAL EXPECTATIONS							

COMMENTS: _____

_____

_____

V. WELL BALANCED:

	BOTTOM 50%	TOP 50%	TOP 25%	TOP 10%	TOP 5%	TOP 1-2%	NOT SEEN
ABILITY TO SAY "NO" TO EXTRA RESPONSIBILITY							
AWARE OF PERSONAL LIMITS AND BOUNDARIES							
ABLE TO PRIORITIZE LIST OF PROJECTS / TASKS							
TIME MANAGEMENT SKILLS							
DOES NOT LOSE INDIVIDUALITY IN A CROWD							
COMMITMENT TO RESTING AND RELAXING							

COMMENTS: _____

_____

_____

Overall Evaluation *(please select one)*:

☐ Highly Recommend ☐ Recommend ☐ Recommend with Reservations ☐ Do Not Recommend

COMMENTS SUPPORTING OVERALL EVALUATION: _____

_____

_____

Signature: _____ Date: _____

Name: _____ Title: _____

Please return all references to the Office of Residence Life by: February 1, 2012 at 5:00 PM

Intercampus Mail:
Office of Residence Life

Scan and E-Mail to:
amcorrih@geneva.edu