RESIDENT ASSISTANT RECOMMENDATION FORM

applIcant’s name: ____________________________________________  ____________________________________________
(Last Name)  (First Name)

I authorize my reference to provide any information required by the University to consider this application and I request that the following person objectively evaluate my suitability for a position with Upward Bound. I understand that this reference will be kept confidential.

____________________________________________________________________________________
(Applicant’s Signature)  (Date)

To be completed by recommender and returned directly to the Upward Bound Office by Friday, March 7th, 2014.

recommender’s name: ____________________________________________  ____________________________________________
(Last Name)  (First Name)

phone:  (______)(____________)________________________

Position/Title:  ____________________________________________

In what capacity have you known the applicant?  __________________________________________________________

How long have you known the applicant?  _________________

The applicant named above has applied to become an Upward Bound Resident Assistant and has indicated that you would be able to give us an evaluation of his/her qualifications. The Upward Bound program serves high school students from low-income/first-generation families in a six-week residential program. Upward Bound Resident Assistants work as tutors, mentors, and leaders of students on a very personal level. The RA’s live in the residence hall and have continual contact with the students. Their responsibilities include programming, handling money and being role models for high school students. It is extremely important for our staff members to hold academics in very high regard. The applicant’s character and personal qualities are very important to us. Your honest appraisal of this applicant’s capabilities is greatly appreciated. Please note that all material will be kept confidential.

Please rate this applicant in each of the following areas on a scale from 1-5 with 1 being the lowest and 5 being the highest. Add comments where you feel a more detailed answer is required.

Initiative:  The candidate’s ability to approach a new or novel situation with ease and complete assignments readily.

Rating: _______  Comments: __________________________________________________________________________

________________________________________________________________________________________________________________________________

Maturity:  The degree to which the candidate has developed adult habits. How would you describe the candidate in his/her ability to make independent decisions and develop a mature value system?

Rating: _______  Comments: __________________________________________________________________________

________________________________________________________________________________________________________________________________
Personality: Your reaction to the candidate as to his/her personal mannerisms, poise and ability to make a good impression.
Rating: _______ Comments: ____________________________________________
________________________________________________________________________

Responsibility: The degree to which the candidate conscientious and dependable.
Rating: _______ Comments: ____________________________________________
________________________________________________________________________

Sensitivity: The candidate’s ability to be aware of the motives, intentions and feelings of those with whom he/she may associate.
Rating: _______ Comments: ____________________________________________
________________________________________________________________________

Empathy: Candidate’s ability to share the thoughts and emotions that another person is feeling.
Rating: _______ Comments: ____________________________________________
________________________________________________________________________

Genuineness: The degree to which the candidate communicates sincere attitudes of trust, consistency and honesty.
Rating: _______ Comments: ____________________________________________
________________________________________________________________________

Flexibility: Ability to the candidate to adjust his or her time and emotions to meet the needs of others.
Rating: _______ Comments: ____________________________________________
________________________________________________________________________

Investment: The candidate’s ability to make the commitment of time and emotion required of a Resident Assistant.
Rating: _______ Comments: ____________________________________________
________________________________________________________________________

Based on your recommendation for this applicant, please provide an overall rating based on the scale described on the front of this recommendation form: ___________

______________________________  ___________________________
Recommender’s Signature         Title

______________________________  ___________________________
Recommender’s Name (print or type) Date