



## Resident Assistant Reference Form

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### Instructions for Applicant

Applicants must fill out the first section of this form, save, and send to each reference. This form must be used in this process; letters of recommendation cannot be accepted. Each reference must fill out the remaining sections and send directly to the Office of Residence Life and Housing at [RAhire@uccs.edu](mailto:RAhire@uccs.edu) or 1010 Austin Bluffs Parkway, Colorado Springs, CO 80918.

First Name:

Last Name:

I waive my right to view this reference in the future.

I retain my right to view this reference in the future.

Applicant's Electronic Signature:

Date:

### Instructions for Reference

The applicant referenced above is applying to be a Resident Assistant in the Office of Residence Life and Housing at the University of Colorado Colorado Springs. The information you provide will assist us in the assessment of Resident Assistant candidates. The form must be filled out completely. We have given rating criteria for you to use, as well as a comments area. We appreciate your effort in completing this form.

Full Name:

E-mail:

Relationship to Applicant:

How long you have known the applicant:

Characteristics	NA	1	2	3	4
LEADERSHIP: Inspires others; able to act as a role model; able to facilitate group interaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ORGANIZATION: Prioritizes tasks and manages time wisely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATTITUDE: Maintains a positive outlook and realistic perspective; has enthusiasm and physical energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INITIATIVE: Approaches new situations positively; self-motivated; sets and accomplishes goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RESPONSIBILITY: Dependable, prompt, accurate with administrative responsibilities; makes mature decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMUNICATION: Grasps ideas; able to read, speak, write, and listen effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATURITY: Has common sense and shows good judgement; self-aware; able to deal with diverse populations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SOCIAL SENSITIVITY: Is sensitive to and understanding of others' feelings and responds appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTEGRITY: Is honest; adheres to community standards; maintains confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NA: Not Able to Rate | 1: Low/No Skill | 2: Some Skill | 3: Skilled | 4: Highly Skilled

<b>Overall Recommendation</b>	<b>NA</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
How highly are you able to recommend the applicant to this position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NA: Not Able to Rate | 1: Low/No Skill | 2: Some Skill | 3: Skilled | 4: Highly Skilled

Please provide support for your overall evaluation of this applicant. Specific observations of the skill areas above will be helpful.

What do you consider the applicant's most outstanding characteristic?

What weaknesses might challenge the applicant's performance as a Resident Assistant?

Reference's Electronic Signature:

Date:

Please return this completed form to [RAhire@uccs.edu](mailto:RAhire@uccs.edu) or Office of Residence Life and Housing, 1010 Austin Bluffs Parkway, Colorado Springs, CO 80918

Questions? Contact us through [RAhire@uccs.edu](mailto:RAhire@uccs.edu)