

Employment Reference for Resident Assistant (RA) Applicant

Washburn University, Residential Living Office

Section 1. To be completed by the applicant

Applicant Name (*Please type or print.*): _____

- General Reference
(Former employer, professor, etc.)
- Staff Reference
(RA/Desk Assistant position only)

Section 2. To be completed by the evaluator

Evaluator's Name (*Please print.*)

Position/Title

The above named individual has applied for a Resident Assistant (RA) position with the Residential Living Office at Washburn University.

Please answer the following questions, providing specific examples whenever possible. The information furnished will be treated in accordance with the provisions of the Buckley Amendment. Please consider the following characteristics when completing this reference form: responsibility, leadership, communication and listening skills, creativity and adaptability.

Please return this form before 5:00 p.m. on February 9, 2018 to:

Residential Living
Attn: RA Selection Committee
1801 Jewell SW Jewell
Topeka, KS 66621

1. How well and in what capacity do you know the applicant?

2. Describe the applicant's ability to initiate and maintain relationships, including with those of varying lifestyles.

Excellent Good Fair Poor I don't know

Please cite examples:

3. Describe the applicant's level of maturity, including the ability to accept responsibility for his/her actions.

Excellent Good Fair Poor I don't know

Please cite examples:

4. Describe the applicant's ability to function as a team member.

Excellent Good Fair Poor I don't know

Please cite examples:

5. Describe the applicant's willingness and ability to effectively confront peers.

- Excellent Good Fair Poor I don't know

Please cite examples:

6. Describe the applicant's ability to take initiative and be flexible.

- Excellent Good Fair Poor I don't know

Please cite examples:

7. Describe the applicant's ability to manage time and cope with stress.

- Excellent Good Fair Poor I don't know

Please cite examples:

8. Describe the applicant's ability to organize and lead others.

- Excellent Good Fair Poor I don't know

Please cite examples:

9. Please describe the applicant's ability to present to groups or facilitate group discussion.

10. Please add general comments about the applicant's skills in relationship to the position.

11. My overall recommendation of this applicant is:

- I recommend for the position.
- I do not recommend for the position.
- I recommend for the position, with the following reservations (please describe below):

Evaluator's Signature

Date

Section 3. Applicant's Right of Access

To the applicant: if you wish to waive your right of access to contents of your applicant file, please sign below before submitting this application to the Residential Living Office.

I, _____, hereby freely and expressly waive any and all rights of access to this application file by Public Law 99-380, the Family Education Rights and Privacy Act. I understand that I may revoke this waiver in writing; however, such a revocation applies only to those materials received or entered into the record after the revocation is made.

Applicant's Signature (Optional; read paragraph above before signing.)

Date