TO BE COMPLETED BY THE APPLICANT

Name ___

Choose one:
☐ I waive my right to view this recommendation.  ☐ I do not waive my right to view this recommendation.

___ Signature ___ Date

TO BE COMPLETED BY THE REFERENCE

Name ___ Position/Title ___

Telephone Number ___ Email address (optional) ___

Date Reference Form Received ___

How long have you known the applicant? ___ In what capacity? ___

Please evaluate the applicant in the subsequent categories. Discuss the traits and/or behaviors that you have observed in the applicant, especially those that apply to the RA position as described above.

**Communication Skills:** Ability to express one’s self, assertiveness, tact, non-verbal behaviors, and listening skills one-on-one and within a group


**Leadership Qualities:** Organization, ability to motivate, innovativeness, honest judgment, role in community, and related experiences with groups


**Self-Awareness:** Personal goals, sense of values, awareness of strengths and weaknesses, and ability to accept feedback


**Job Awareness:** Understanding of Residence Life, Resident Assistant position and associated responsibilities, and awareness of residential students’ issues/concerns

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**Interpersonal Skills/Relationships with others:** Responsibility, honesty, empathy, approachability, flexibility, appreciation for diversity, and sensitivity to others

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Based on your responses, please choose one of the following rankings.

- [ ] Do Not Hire
- [ ] Hire with Reservations
- [ ] Hire
- [ ] Definitely Hire

Please summarize the candidate and explain your final ranking.

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Signature ___  Date ___

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Recommendations can be submitted in any of the following ways:

1. In person to the Office of Residence Life
2. Email to reslife@rpi.edu
3. Fax to (518) 276-6223
4. Mail to: Residence Life, Rensselaer Polytechnic Institute
   Commons West
   110 8th Street
   Troy, NY 12180