



REFERENCE FORM

Name of candidate: _____

Name of Person Completing Reference: _____ Phone Number: _____

Address of Reference: _____

TO BE SIGNED BY THE APPLICANT/CANDIDATE BELOW:

_____ I waive my rights to inspect this recommendation form.

_____ I do not waive my rights to inspect this recommendation form.

I consent to the LSSU Office of campus Life to contact the above listed reference: ___Yes ___ No

Candidate Signature

Date

The individual listed above is applying for a Resident Advisor/Resident Success Coach (RA/RSC) position with the Lake Superior State University Office of Campus Life. A RA/RSC is a person who fosters student development through community development within our residential areas on campus. The position assists students in their transition, integration and progression into campus residential living. The position is responsible for areas such as social, cultural and educational programming, peer counseling, enforcement of university policy and facilitating an environment that is conducive to learning. We are seeking students who are responsible, mature, exercise appropriate time management skills, demonstrate potential for peer leadership and act as a positive role model among their peers. Please answer the questions truthfully and to the best of your ability.

Relationship to the candidate? _____

How long have you known the candidate? _____

Please rate the candidate in the areas listed below using the following scale:

0-Not observed	1-Unsatisfactory	2-Below Average	3-Average	4-Above Average	5-Outstanding
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Personality Traits

Rating

Personality (poise, openness)	0	1	2	3	4	5
Maturity (judgment, open mindedness)	0	1	2	3	4	5
Motivation (able to take on challenges)	0	1	2	3	4	5
Emotional stability (disposition, personal adjustment)	0	1	2	3	4	5
Ability to handle stress	0	1	2	3	4	5
Acceptance of cultural and orientation differences	0	1	2	3	4	5

Social Skills

Rating

Team Skills (ability to cooperate, positive attitude, flexible)	0	1	2	3	4	5
Communication (self-expression, listening skills)	0	1	2	3	4	5
Assertiveness (tact, diplomacy, able to deal with conflict)	0	1	2	3	4	5

Administrative Ability

Rating

Timeliness	0	1	2	3	4	5
Time management (ability to meet deadlines)	0	1	2	3	4	5
Task management (planning, organizing, implementing)	0	1	2	3	4	5
Follow through (attention to completing details)	0	1	2	3	4	5

(over)

Please provide any comments regarding the information you presented on the Rating Scale above in the areas of Personality, Social Skills, and Administrative Ability.

Do you think this person would be successful as a Resident Advisor or Resident Success Coach? Please state why or why not. Please include specific examples such as campus involvement, class interactions, etc.

Please discuss this candidate's potential for success in an employed leadership position. You may also discuss the applicant's strengths and weaknesses. Please include any other information you feel would be helpful for the Selection Committee to know. You may submit this information on a separate sheet of paper, if necessary.

This candidate should be (please check one):

_____ Highly Recommend, no reservations

_____ Recommend

_____ Recommend, with some reservations

_____ Do not recommend

Reference Signature

Date

Return completed reference to:

Lake Superior State University
Office of Campus Life
125 Cisler Student and Conference Center
650 W. Easterday Avenue
Sault Sainte Marie, MI 49783
Phone: (906) 635-2411 Fax: (906) 635-2083