

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 authorize the LSSU Office of Housing and Residential Life to contact the reference listed above.: ____ Yes ____ No

Candidate Signature

Date

The individual named above is applying for the Resident Advisor (RA) position with the Lake Superior State University Office of Housing and Residential Life. RAs play a crucial role in promoting student development and fostering a sense of community within our campus residential areas. The position involves helping students' transition, integrate, and succeed in on-campus living. Responsibilities include organizing social, cultural, and educational programs, providing peer counseling, enforcing university policies, and maintaining an environment conducive to learning. We seek applicants who are responsible, mature, manage their time effectively, demonstrate leadership potential, and serve as positive role models. Please answer the following questions honestly 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

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)



In your experience, how does the candidate demonstrate responsibility and accountability? Please provide an example that illustrates how they manage commitments or respond when they face challenges or setbacks.

Resident Advisors often need to create inclusive environments and build strong relationships among diverse groups. How would you describe the candidate's ability to connect with others, encourage collaboration, and promote respect within a community? Please share any relevant examples.

Effective communication and conflict resolution skills are critical for an RA. Can you describe an instance where the candidate handled a difficult conversation or resolved a conflict? What strengths did they demonstrate, and what areas might they continue to develop?

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
Housing and Residential Life
125 Cisler Student and Conference Center
650 W. Easterday Avenue
Sault Sainte Marie, MI 49783
Phone: (906) 635-2411 Fax: (906) 635-2083