



Resident Assistant/Resident Mentor Candidate Reference Form

PLEASE PRINT OR TYPE

Candidate's Name: _____ Phone: _____

The above named applicant retains the right of access to this document unless he/she has signed the following waiver:

I waive any and all rights of access to this document which will be part of my application file for the position of SUNY Oswego Resident Assistant/Resident Mentor. I understand that this document may not be used for any purposes other than evaluation of my qualifications for employment.

Candidate's Signature: _____ Date: _____

Reference

This candidate has applied for the position of Resident Assistant (RA)/Resident Mentor (RM) at SUNY Oswego. If chosen, this student will be responsible for developing a safe and inclusive community within the residence halls, ensuring the policies of the college are upheld, providing social and educational programming to residential students, being on duty regularly and addressing incidents that may arise, and fulfilling administrative expectations such as attending and participating in trainings, and submitting needed forms and documentation.

Serving as an RA/RM is an honor and a distinction. It is expected that RAs/RMs will assume a leadership role in the residence halls and act as a role model for all SUNY Oswego students. RAs/RMs agree to uphold the philosophy, mission and objectives of the college, and agree to adhere to the guidelines of the institution at all times. We appreciate your assistance in our selection process.

Name of Reference: _____ Position/Title _____

Email Address: _____ Phone: _____

Relationship to Applicant: _____

How long have you known this applicant? _____

Please provide information about the applicant to assist us in selecting candidates for hire. Please respond according to how well you feel the applicant will fulfill the position responsibilities, and how this student stands out from other students or employees you have advised or supervised.

1. Responsibility(Dependability, Promptness, Conscientiousness)

Excellent Above Average Average Below Average Unknown

COMMENTS:

2. Motivation and Initiative (Ability to motivate him/herself and others)

Excellent Above Average Average Below Average Unknown

COMMENTS:

3. Professionalism (Maturity, interaction with others, and critical thinking skills)

Excellent Above Average Average Below Average Unknown

COMMENTS:

4. Ability to Work with Others (Applicant's role in groups, strengths, challenges)

Excellent Above Average Average Below Average Unknown

COMMENTS:

5. Time Management and Organization (Timeliness, ability to multitask, ability to prioritize)

Excellent Above Average Average Below Average Unknown

COMMENTS:

6. Self Confidence (Ability to confront and resolve situations with peers, public speaking)

Excellent Above Average Average Below Average Unknown

COMMENTS:

7. Role Modeling (Involvement on campus, interest in learning and developing)

Excellent Above Average Average Below Average Unknown

COMMENTS:

8. Provide two areas in which the candidate needs improvement:

9. Provide two areas in which the candidate shows the most strength:

10. Overall Recommendation

Excellent Above Average Average Below Average Unknown

COMMENTS:

Reference Name: (please type or print)_____

Signature of Reference: _____ Date: _____

Please return this form either to the applicant directly in a sealed envelope, or to Renee Landers-Jennings, Residence Life and Housing, 303 Culkin Hall, Oswego, NY 13126, or via fax 315-312-6329.