

Graduate Assistant Reference Form



303 Culkin Hall • Oswego, NY 13126
315.312.2246 • fax 315.312.6329

To the reference writer: By virtue of your relationship with the candidate named below, you may be able to supply important information that we might not obtain from the application materials or from the interviewing process. Below you will find some basic information about the position(s) for which the candidate is applying. Please review this information and then type your responses on this form or attach a separate typed page(s). Please note that we will begin reviewing completed files on Monday, March 5, 2007. In order to allow this candidate the fullest consideration, please return this reference by Friday, March 2, 2007. Thank you for your assistance.

Position Information: The Assistant Residence Hall Directors (AHDs) and Graduate Resident Mentors (GRMs) at SUNY Oswego work under the direct supervision of a Residence Hall Director. Our residence halls house from approximately 200 to 600 students. AHDs/GRMs perform a variety of administrative tasks, interact with students on a regular basis and provide building coverage in the absence of the Residence Hall Director. AHD responsibilities include supervising desk operation and monitoring hall maintenance and recycling. GRM responsibilities include working with faculty and staff to provide personal and academic growth opportunities for students. Both are live-in positions.

To be completed by the candidate:

Candidates Name: _____

I request that _____ completes this form as a reference in support of my candidacy for the position of:

_____ Assistant Hall Director _____ Graduate Resident Mentor

Under the provisions of the Family Educational Rights and Privacy Act, my right of access to this reference is:

_____ retained _____ waived

Candidate's Signature

Date

1. Please indicate how well you know the candidate and in what capacity.

2. **Personal Characteristics:** Please make an honest appraisal of the candidate's ability to work effectively on a staff in a college residence hall. Rate each characteristic by indicating the score that most accurately describes the applicant using the following scale:

4=Excellent 3=Very Good 2=Average 1=Poor NK=No Knowledge

- | | |
|---------------------------------|---|
| _____ Reliability/Dependability | _____ Creativity/Resourcefulness |
| _____ Maturity | _____ Sensitivity toward the feelings/Circumstances of others |
| _____ Flexibility/Adaptability | _____ Initiative |
| _____ Emotional Stability | _____ Enthusiasm |
| _____ Integrity | _____ Listening Skills |

3. **Job Related Abilities:** Several aspects of the AHD/GRM responsibilities are listed below. Please assess the candidate's ability to fulfill the following responsibilities, using the following scale:

4=Excellent 3=Very Good 2=Average 1=Poor NK=No Knowledge

- | | |
|--|---|
| <input type="checkbox"/> Establish trust/respect among others | <input type="checkbox"/> Assess needs of others |
| <input type="checkbox"/> Solve problems and resolve conflicts | <input type="checkbox"/> Maintain confidentiality |
| <input type="checkbox"/> Enforce college policies and procedures | <input type="checkbox"/> Relate well with college age adults |
| <input type="checkbox"/> Work well with others | <input type="checkbox"/> Maintain a balance between academic commitments and job responsibilities |
| <input type="checkbox"/> Carry out administrative tasks | |

4. Based upon your knowledge of the candidate, please comment on the following areas:

a. The candidate's strengths:

b. The candidate's weaknesses:

5. Please indicate in the space below any comments that may allow us to become more familiar with the candidate. Feel free to elaborate on any of your previous responses here.

6. Please indicate the level at which you recommend this individual for an Assistant Hall Director and/or Graduate Resident Mentor position.

Recommend Recommend with Reservation Do Not Recommend

I, the reference writer, submit this statement to Residence Life and Housing at the State University of New York at Oswego, in full accord with the conditions set forth by the candidate on this form.

_____ Signature	_____ Date
_____ Name (please print)	_____ Title
_____ Address	_____ Phone