

CLARK UNIVERSITY
Office of Residential Life and Housing

RESIDENT ADVISER REFERENCE FORM

The person requesting your evaluation is applying for a position as a Resident Adviser. Your personal evaluation would be helpful in our decision making process. The Resident Adviser position involves working closely in a variety of situations with students and administrative departments.

Please complete this form and return it directly to the Office of Residential Life and Housing. All application materials are due to the Office of Residential Life and Housing by **5pm on Thursday, February 2, 2012**. You may also send your reference via email to Lisa Jano, Residential Life and Housing Office Manager, at ljano@clarku.edu or fax to 508-421-3787.

PART 1: To be completed by the APPLICANT

Applicant's name: _____ Box # _____

Reference person's name: _____

Position: _____

Choose one of the following

I hereby waive my right to have access to the information provided in this reference.

Signature of applicant

I do not waive my right to have access to the information provided in this reference.

Signature of applicant

PART 2: To be completed by the REFERENCE

How long have you known the applicant? _____

In what capacity? _____

Please comment candidly on the applicants attributes listed below. Be as specific as possible in filling out this evaluation and use examples where possible. Feel free to use and attach a separate piece of paper.

COMMUNICATION SKILLS (ability to listen to, interpret and articulate ideas):

LEADERSHIP (ability to assume leadership roles in an effective and responsible manner):

ADMINISTRATIVE SKILLS (organized, dependable, prompt, conscientious and detail-oriented):

SENSE OF COOPERATION (ability to work with others on a team; adaptability, open-mindedness, ability to accept feedback):

MATURITY (good judgment, patience, emotional stability; ability to make unbiased decisions):

SENSITIVITY (Approachability, respectful of different lifestyles/personalities, open-mindedness; ability to relate positively to people of different backgrounds, attitudes and experiences):

PERSONALITY/CHARACTER (Warmth, sense of humor, patience, integrity):

OVERALL RECOMMENDATION:

Highly Recommend

Recommend with Reservation

Recommend

Do Not Recommend

ADDITIONAL COMMENTS:

Signature _____

Phone # _____

Address _____

Date _____

PLEASE RETURN TO THE OFFICE OF RESIDENTIAL LIFE AND HOUSING BY THURSDAY, FEBRUARY 2, 2012 AT 5PM.
THANK YOU!