

**University of California, Davis
Student Housing Department
Residential Education Office
Student Staff Selection**

Recommendation Form

Applicant's Name: _____ Student ID: _____

Position Applying For: _____

To Applicant: Give this form to your Resident Advisor, University of California Davis staff/faculty, or employer to evaluate your strengths and areas of growth. You or the person filling out this form must submit it to Student Housing by **3:00pm on Thursday, January 15, 2015.**

To the Recommender: The applicant whose name appears above is a candidate for the position of Resident Advisor, Cultural Programmer, or Service Programmer. The Residential Education Office is looking for mature, responsible, and sincere individuals who are genuinely interested in becoming student staff. Personal qualities that are relevant to these positions include: maturity, self-awareness, ability to work in a team, effective written and oral communication skills, active listening skills, ability to critically think, effective time management skills, concern for others, respect for diversity, and commitment to academics. Your comments are important in helping to determine the potential of this candidate. Please return this form to the applicant or directly to University of California, Davis Student Housing Department at the address below. **This form must be received no later than 3:00pm on Thursday, January 15, 2015.**

The job responsibilities of the position include assisting in the academic and personal development of first year residents, serving as a positive role model in the residential community, abiding by and enforcing University and Housing policies, completing administrative tasks efficiently and effectively, serving as a resource and role model, and playing an integral role in the development of residential learning communities.

Please complete the recommendation form in this packet based on your interactions with the applicant and the applicant's ability to meet the qualifications of the Resident Advisor or Cultural Programmer position.

The form of recommendation should be given to the applicant, mailed, or faxed to:

UC Davis Student Housing
1049 La Rue Road
Room 1200
Attn: Office of Student Development
One Shields Avenue
Davis, CA 95616

Fax: (530) 752-4345

RECOMMENDATION FORM
Resident Advisor

Name of Applicant: _____ **Applicant's SID:** _____
 Last **First** **Middle**

Please rate the applicant using the following scale:

1= poor 2= below average 3= average 4= above average 5= outstanding ?= insufficient knowledge

please circle one

Leadership Skills:

Collaborates well with others	1 2 3 4 5 ?
Motivates others	1 2 3 4 5 ?
Responds to conflict	1 2 3 4 5 ?
Facilitates group interaction	1 2 3 4 5 ?
Participates in a group	1 2 3 4 5 ?
Listens to other's viewpoints	1 2 3 4 5 ?
Develops goals	1 2 3 4 5 ?
Works well with a team or partner	1 2 3 4 5 ?
Manages and responds to conflict	1 2 3 4 5 ?
Interacts with people different than themselves	1 2 3 4 5 ?

Optional comments on candidate's leadership skills:

Communication skills:

Practices active listening	1 2 3 4 5 ?
Assertive with thoughts and ideas	1 2 3 4 5 ?
Manages emotions	1 2 3 4 5 ?
Demonstrates critical thinking skills	1 2 3 4 5 ?
Communicates well verbally	1 2 3 4 5 ?
Communicates well in writing	1 2 3 4 5 ?
Approachable	1 2 3 4 5 ?
Communicates with people with differing viewpoints or backgrounds	1 2 3 4 5 ?

Optional comments on candidate's communication skills:

Maturity/Sense of Responsibility:

Flexible/ Adaptable	1 2 3 4 5 ?
Develops action plans	1 2 3 4 5 ?
Works well under pressure	1 2 3 4 5 ?
Shows a good level of self-confidence	1 2 3 4 5 ?
Dependable	1 2 3 4 5 ?
Shows good analytical skills	1 2 3 4 5 ?
Shows good decision making skills	1 2 3 4 5 ?
Accepts feedback	1 2 3 4 5 ?
Understands and appreciates differences	1 2 3 4 5 ?

Optional comments on candidate's maturity and sense of responsibility:

Administrative Skills:

Timeliness	1 2 3 4 5 ?
Ability to meet deadlines	1 2 3 4 5 ?
Prioritizes tasks	1 2 3 4 5 ?
Completes tasks efficiently	1 2 3 4 5 ?
Manages time well	1 2 3 4 5 ?
Completes paperwork and assignments thoroughly	1 2 3 4 5 ?

Optional comments on candidate's administrative skills:

How well do you know the candidate and within what context:

Overall strengths of the candidate:

Areas for growth and improvement:

Overall recommendation (please circle a whole number):

5	4	3	2	1
Strongly Recommend	Recommend	Reservations	Strong Reservations	Do Not Hire

Name of Reference (Please Print)

Signature Date

Title/Position

Phone number

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