

# Resident Assistant/International Mentor REFERENCE FORM

**Housing Office • Edmonds Community College**

Applicant's Name \_\_\_\_\_ Applicant's SID-Number \_\_\_\_\_

## APPLICANT: PLEASE COMPLETE THE FOLLOWING SECTION

You *must* check one of the boxes below. The right to review this reference is relinquished if you:

- 1) check the waiver box below and signs her/his name in the space provided; or
- 2) do *not* check *either* the waiver box or the retainer box.

If you (the applicant) check the retainer box and sign your name, you will have access to review this recommendation in the Housing Office.

  

**I waive the right to review this reference**  
**I retain the right to review this reference**

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## REFERENCE: PLEASE FILL OUT THE FOLLOWING INFORMATION

How long have you known the applicant: \_\_\_\_\_

In what capacity? \_\_\_\_\_

How well do you know the applicant? (*circle one*)

1	2	3	4	5
not at all		acquaintance		very well

How often do/did you interact with the applicant?

1	2	3	4	5
daily		weekly		monthly

Please elaborate, if necessary:

### JOB DESCRIPTION

The following are the major job responsibilities of the Resident Assistant position. Please rank the candidate and elaborate on the applicant's potential in each category.

<b><u>Community development skills:</u></b>	1	2	3	4	5	N/A
	poor		average		excellent	
- build rapport with students						
- hold community meetings						
- assist residents with problems						
<i>Comments:</i>						

<b><u>Policy enforcement skills:</u></b>	1	2	3	4	5	N/A
	poor		average		excellent	
- set a good example and be ethical						
- confront policy violations and write reports						
- support policies						
<i>Comments:</i>						

<b><u>Administrative skills:</u></b>	1	2	3	4	5	N/A
	poor		average		excellent	
- attend meetings and communicate with supervisor						
- complete and track paperwork						

- respond appropriately to criticism

Comments:

**Programming skills:**

- plan and implement events

- creativity

Comments:

1	2	3	4	5	N/A
poor		average		excellent	

**Organizational skills and balance:**

- strong time management and budgeting

- serve as an academic role model

- balance job, studies, and social life

Comments:

1	2	3	4	5	N/A
poor		average		excellent	

**OVERALL RECOMMENDATION**

I would make the following recommendation for this applicant's potential as a Resident Assistant.

- Strongly recommend
- Recommend
- Recommend with reservations
- Would not recommend

Additional Comments:

**SIGNATURE**

*"I attest that the information I have provided herein is accurate, honest, and based upon my experiences with the candidate."*

\_\_\_\_\_  
signature

\_\_\_\_\_  
title

\_\_\_\_\_  
printed name

\_\_\_\_\_  
date

\_\_\_\_\_  
daytime phone

\_\_\_\_\_  
email address

Please return to: Housing Office  
 Attention: Erin Dellino or Jeremy Snyder  
 Edmonds Community College  
 19920 68<sup>th</sup> Ave  
 Lynnwood, WA 98036  
 Fax: 425-640-1057

**ALL REFERENCES MUST BE COMPLETED AND SUBMITTED TO THE HOUSING OFFICE BY  
 MONDAY, April 16th, 2018 AT 5:00 PM.**

**Questions? Call Victoria Callahan at 425-640-1947 or Jeremy Snyder at 425-640-1717.**