Reference Form – To be completed by a Current Faculty or Staff Member at VSU

Resident Assistant Selection Process

Department of Residence Life and Housing

Virginia State University

Applicant Name (printed): _____

| First name | Last Name |

According to the Family Educational Rights and Privacy Act, a student has access to his/her official records. The applicant may waive the right to access his/her file by signing the line below. If the applicant signs here, he/she does not have the right to read this reference

Authorization of Waiver _____

| Signature | Date |

The above name student is applying for a Resident Assistant position with the Department of Residence Life and Housing at Virginia State University. Resident Assistants provide an important link between students living in Residence Life and Housing and VSU. The Resident Assistant position requires students to undertake a significant leadership role and high level of responsibility. Resident Assistants must be able to work and live comfortably with students in their area, with their fellow Resident Assistants and with the Residence Life and Housing Staff. Resident Assistants must be able to encourage and stimulate new interests, thoughts, and activities among students in order to develop a sense of cohesion and community in of Residence Life and Housing and across VSU.

Please rate the applicant below and provided below and provide a separate typed recommendation letter. Please comment on any insights you have regarding their leadership abilities, their communication and facilitation skills, appreciation for diversity, time management skills, and ability to complete administrative tasks.

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How long have you known the applicant? _____

In what capacity do you know the applicant?
_____

Overall Evaluation (Select One)

5	4	3	2	1
Very Strong	Above Average	Average/Acceptable	Poor/Weak	Unacceptable

Signature of Evaluator _____Date_____

Name of Evaluator_____Date_____

Position of Evaluator _____

Please return this form to the applicant in a sealed envelope.