

**VALLEY CITY STATE UNIVERSITY
REFERENCE FORM
FOR
RESIDENT ASSISTANT POSITION**

I, _____ am applying for the position of Resident Assistant at Valley City State University and have given your name as a reference. After reviewing the job description below, I would like your frank and objective opinion regarding my qualifications for the position. Please submit this form at your earliest possible convenience.

JOB DESCRIPTION

The Resident Assistant is a representative of the University in the residence hall. The Resident Assistant's major responsibilities are:

1. Promoting a group living situation that is conducive to study and to the attainment of the goals of a university education.
2. Aiding students in the adjustment to the demands of university life.
3. Facilitating the efficient operation of the residence hall.
4. Handling some of the disciplinary cases in the hall.
5. Planning and implementing a series of social and educational programs for the residents.

1. How long have you known the applicant? _____

2. In what capacity have you known the applicant _____

PLEASE RATE THE APPLICANT ON A SCALE OF 1 TO 5

1 = NEVER, 5 = ALWAYS

3. Would the applicant be a positive influence on a group? _____

4. Is the applicant tactful in manner and speech? _____

5. Does the applicant use good judgment in making decisions? _____

6. Is the applicant dependable? _____

7. Can the applicant accept constructive criticism? _____

8. Would you consider the applicant to be a good role model? _____

9. Would the applicant be able to confront people in an unpleasant situation? _____

10. Is the applicant able to appropriately handle confidential information? _____

11. Do you think the applicant has insight into the interests and needs of other people? _____

12. Is the applicant able to work well with others? _____

Please list any strengths, weaknesses or other traits which may be helpful in our decision to hire this applicant.

Signature _____

Position or Title _____

Date _____

Please send this reference form to:

VCSU Director of Residence Life

101 College St.

Valley City, ND 58072