

November 2, 2009

To Whom It May Concern:

Thank you for agreeing to serve as a reference in this very important process. The person asking you for this recommendation is applying for a paraprofessional staff position with the University Housing Office at Georgia State University. Paraprofessional staff members are Resident Assistants (RAs). These positions are regarded as critical to the success of our housing program. Paraprofessional staff members are student leaders who build safe, healthy and vibrant residential communities on our campus, supporting the mission of the College.

Paraprofessional staff members are expected to:

- Be committed to personal growth, taking care to budget personal time for study, work and relaxation.
- Have an overall working knowledge of Georgia State University so that he/she can appropriately refer residents and other members of the University Community to the various resources available.
- Have a personal and professional commitment which goes beyond specific job responsibilities.
- Have sensitivity and concern for others as individuals and the ability to work with individuals of diverse backgrounds and lifestyles.
- Plan, present and support a variety of developmental/educational programs and community activities.
- Have the ability to make appropriate decisions while working within the residential community and maintain satisfactory living conditions within the residential area.
- Know, enforce and personally abide by all rules and expectations.

Successful candidates will have developed leadership skills and the ability to grow in a student leadership position. Please keep in mind the above information in completing the attached reference form.

**Your time in completing this reference is appreciated. Please return this reference form, in a sealed envelope with a signature across the seal, by 4pm on Friday December 11, 2009. Candidates without completed references on file will not be considered in the selection process. Please return this reference directly to:**

Mailing Address  
**University Housing Office**  
ATTN: RA Selection Committee  
PO Box 3973  
Atlanta, GA 30302-3973

Physical Address  
**University Housing Office**  
ATTN: RA Selection Committee  
Student Center Suite 250

Sincerely,

John Dingfelder and Shannon Corey  
Co-Chairs, Staff Selection Committee

## RESIDENT ASSISTANT RECOMMENDATION FORM

### CANDIDATE INFORMATION & RIGHT TO ACCESS

**Candidate Name** \_\_\_\_\_  
First Last

*The Family Education Rights and Privacy Act of 1974 provides me with the right to access this recommendation. My signature below constitutes a waiver of this right; no signature means I have the right to read this reference.*

**Candidate's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### REFERENCE INFORMATION

**Name** \_\_\_\_\_  
First Last

**Title** \_\_\_\_\_ **Company/Organization** \_\_\_\_\_

**Phone** \_\_\_\_\_ **E-Mail Address** \_\_\_\_\_

**Relationship to Candidate** \_\_\_\_\_ **How Long Have You Known the Candidate?** \_\_\_\_\_

### ASSESSMENT OF SKILLS & ABILITY

The student named above is a candidate for Resident Assistant position at Georgia State University and is requesting your recommendation. These positions require significant levels of maturity, interpersonal skills, leadership ability and critical thinking skills. Successful candidates will be called upon to perform many different roles including community building, creating opportunities for student involvement, policy enforcement, advising and more. Your candid assessment in the chart below will assist us in selecting the most qualified candidates to fill this very important student leader position on our campus. **Please place an X in the column that best fits the statement as it refers to the candidate listed above.**

	Exceptional	Very Good	Good	Fair	Below Average	Unable to Comment
Quality of academic work						
Communication skills						
Supportive of others						
Perceived as friendly & approachable						
Achieves appropriate balance of academic and social life						
Ability to work with diverse groups of people						
Assumes a leadership role						
Maturity						
Demonstrates good judgment/good decision making skills						
Involvement with & dedication to campus groups						

The candidate has chosen to ask you for a reference for this important leadership position. Your answers to the following questions will allow the selection committee to make an informed decision about the abilities and potential of this candidate as it relates to our paraprofessional staff positions. **Please respond frankly, in the space provided, to the questions below.**

- 1. Please comment on the candidate's maturity level. Is this individual someone who can take on a leadership role amongst peers? Is this individual a role model that makes good decisions?**
  
- 2. Is this individual someone who manages his/her time well? Is he/she an organized person? Is he/she able to prioritize with minimal direction?**
  
- 3. In your estimation, has this candidate exhibited positive emotional and interpersonal behavior? How well does he/she deal with stress?**
  
- 4. Based upon your knowledge of the candidate and the paraprofessional staff position for which he/she is applying, please indicate your overall recommendation of this person as a candidate.**

Highly Recommend  
 Recommend

Recommend with Reservations  
 Do Not Recommend

**Additional Comments:**

\_\_\_\_\_  
Reference Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**TO SUBMIT**

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**< REFERENCES WILL BE ACCEPTED UNTIL FRIDAY, DECEMBER 11, 2009 >>**