



Office of University Housing
Resident Assistant/Senior Desk Receptionist Reference Form

To the recommender:

The person below is applying for a Resident Assistant or Senior Desk Receptionist position at Lawrence Technological University. Resident Assistants and Senior Desk Receptionists are responsible for fostering an environment that supports students at Lawrence Technological University and the vision of the University. They serve as a liaison for students to the Office of University Housing and other departments on campus. Resident Assistants and Senior Desk Receptionists are charged with developing positive relationships within University Housing with students and assisting students during their time at Lawrence Tech.

Students serving as Resident Assistants or Senior Desk Receptionists must be capable of making good judgment while being flexible, creative, and personable. Resident Assistants and Senior Desk Receptionists are selected for their intellectual and interpersonal skills, their leadership capabilities, their concern for fellow students, and their willingness to meet challenges and expectations of the position to the best of their abilities.

I, the applicant waive my right of access to this reference. This means this reference will be held confidential and will not be viewable.

I, the applicant do not waive my right of access to this reference. This means that this form is viewable upon request.

Applicant Name: _____

Applicant Signature: _____ Date: _____

Reference Name: _____ Reference Signature: _____

Reference Title: _____ Date: _____

In what capacity do you know the applicant? _____

How long have you know the applicant? _____

How well do you know the applicant?

- Know very well through personal contacts outside the classroom/office/hall
- Know fairly well through contact in the classroom/office/hall
- Know who the applicant is, but have had minimal interactions
- Have never had any interactions with the applicant

Please return this form (both pages) and any attachments in a sealed envelope with your signature across the seal to the applicant for submission with their completed application.

Do not send them to the Office of University Housing.



Please summarize your evaluation by checking your estimate on the following items. (“Exceptional” should indicate that the applicant is comparable to the best student you have known in this category. “Good” should indicate a positive recommendation with no reservations).

ATTRIBUTE	EXCEPTIONAL	GOOD	AVERAGE	FAIR	POOR	NO BASIS FOR EVALUATION
Self Awareness						
Motivation						
Maturity Level						
Communication Skills (verbal and written)						
Judgment/Decision Making/ Problem Solving						
Reliability/Dependability						
Flexibility						
Ethics/Integrity						
Positive Role Model						
Respect/Concern for Others						
Organizational Skills						
Time/Stress Management						
Leadership Ability						
Working as a team member						
Willingness to accept direction and feedback						

Overall Recommendation:

- Recommend
- Do not recommend
- No basis for recommendation (provided for references who do not know the candidate well)

Additional Comments (feel free to attach a separate sheet if necessary):