

Recommendation for Resident Assistant Position
University of Tennessee at Chattanooga

 Applicant's Name

 Date

Waiver of Access

_____ has filed an application for a position as a Resident Assistant in the UTC Housing at the University of Tennessee at Chattanooga. Resident Assistants are hired to assist in making the residence hall atmosphere conducive to academic achievement, social growth and the development of personal and group responsibilities. The Resident Assistant is selected on the basis of ability to communicate and work with individuals and groups. Please evaluate her/his potential to perform these duties by completing the enclosed form

Please return the recommendation in a sealed envelope to the candidate so that he/she may return it to:

RA Selection Committee
 UTC Housing Office
 Department 2202
 615 Mc.Callie Ave.
 Chattanooga, TN 37403

I, the applicant, waive my right to access (as afforded under federal law) to the information provided on this form.

YES _____ Confidential, not open to applicant's inspection

NO _____ Candidate retains the right to inspect recommendation

 Applicant's Signature

 Date

What is your relationship to the applicant?

How long have you known the applicant? _____

Please rate the applicant by placing a circle around the number that best describes the applicant's qualities, as it applies to their ability to work within residence halls, with students, and staff.

Leadership - Exhibits and/or has the potential for leadership in group situations.

5	4	3	2	1	0
Excellent	Very Good	Average	Fair	Poor	Unable to evaluate

Comments:

Attitude - A general approach to the position, classroom, co-workers, supervisors, and students. A desire to perform in a satisfactory manner.

5	4	3	2	1	0
Excellent	Very Good	Average	Fair	Poor	Unable to evaluate

Comments:

OVER

Interpersonal Skills - Ability to listen and communicate with others.

5	4	3	2	1	0
Excellent	Very Good	Average	Fair	Poor	Unable to evaluate

Comments:

Responsibility - Performs duties through completion without extensive supervision.

5	4	3	2	1	0
Excellent	Very Good	Average	Fair	Poor	Unable to evaluate

Comments:

Initiative - Performs responsibilities beyond expectations. Initiates new projects when current duties are completed.

5	4	3	2	1	0
Excellent	Very Good	Average	Fair	Poor	Unable to evaluate

Comments:

Diversity - Ability to work and live with a diverse population.

5	4	3	2	1	0
Excellent	Very Good	Average	Fair	Poor	Unable to evaluate

Comments:

Please use the space provided for additional comments or information you feel will be useful as we evaluate the qualifications of this candidate to fill the needs of the Resident Assistant position.

Based on my assessment of this applicant regarding the content of this form and my personal/professional interaction, I would...

_____ Highly recommend this candidate _____ Recommend this candidate _____ Not recommend this candidate

Reference's Name: _____ Signature: _____

Reference's Occupation and Job Title: _____

Phone Number : _____ Date: _____