

Recommendation Form

Resident Assistant Position

Crowder College Upward Bound Programs

APPLICANT'S NAME: _____ **TODAY'S DATE:** _____

Recommender's Name: _____

Address: _____
(street address) (city, state, zip)

Phone:(_____) _____ Position/Title: _____

In what capacity have you known the applicant? _____

How long have you known the applicant? _____

The applicant is applying for a Resident Assistant (R.A.) position with Crowder College Upward Bound. The core function of an R.A. is assisting high schools students. They also coordinate programs, help build a positive living environment during a 6-week residential experience, respond to emergency situations, tutor, and serve as a liaison with the program staff.

Please circle ten words that best describe this applicant:

- | | | | | |
|----------------|----------------|-------------------|---------------|-------------|
| Facilitative | Relaxed | Unorganized | Flexible | Calm |
| Collaborative | Optimistic | Quiet Strength | Motivated | Determined |
| Even-tempered | Consistent | Imaginative/Ideas | Risk Taker | Sarcastic |
| Responsible | High-strung | Confident | Pleasant | Organized |
| Committed | Shy | Credible | Eager | Sensitive |
| Over-commits | Self-confident | Enthusiastic | Analytical | Hesitant |
| Mature | Laid Back | Humorous | Moody | Reliable |
| Poor attitude | Extrovert | Introvert | Serious | Artistic |
| Follow Through | Caring | Empathetic | Perfectionist | Follower |
| Assertive | Fun | Talkative | Structured | Team Player |
| Pessimistic | Open-Minded | Conscientious | Carefree | Pessimistic |

Please rate this person according to the following scale for each area; try to indicate your impression of the person in each area. Add your comments where you feel a more detailed answer is required.

- 5) The top 10 percent of people I know in this capacity.
- 4) The top third exclusive of the top 10 percent.
- 3) The middle third of people I know in this capacity.
- 2) The lowest third exclusive of the bottom 10 percent.
- 1) The lowest 10 percent.

★ Initiative:

Does candidate show ability to approach a new or novel situation with ease and complete assignments readily?
 5 4 3 2 1

★ Maturity:

The degree to which the candidate has developed adult habits. How would you describe the candidate in his or her ability to make independent decisions, and develop a mature value system?
 5 4 3 2 1

★Personality:

Your reaction to the candidate insofar as his or her personal mannerism, poise and ability to make a pleasant impression.

5 4 3 2 1

★Responsibility:

To what degree is the candidate conscientious and dependable?

5 4 3 2 1

★Sensitivity:

Does this individual have the ability to be aware of the motives, intentions and feelings of those he or she may associate with?

5 4 3 2 1

★Empathy:

Is this person able to share the thoughts and emotions that another person is feeling?

5 4 3 2 1

★Genuineness:

Does this person communicate sincere attitudes of trust, consistency, and honesty?

5 4 3 2 1

★Flexibility:

Is this person able to adjust his or her time and emotions to meet the needs of others?

5 4 3 2 1

★Investment:

Is this person able to make the commitment of time and emotion that is required of a Resident Assistant?

5 4 3 2 1

Based on your recommendation for this applicant, place an X on the scale where you feel the applicant best fits.

10 9 8 7 6 5 4 3 2 1

RECOMMEND HIGHLY

DO NOT RECOMMEND

☞Return to the Crowder College, Upward Bound Programs, 601 Laclede Avenue, Neosho, MO 64850 or email upwardbound@crowder.edu no later than February 7, 2019. Thank you for your time.