

Reference for Student:

Faculty/Staff Reference Form

Faculty/ Staff Name:

Office of Residence Life, Crawford Hall

Date:

(315) 684-6043

The following are a few of the characteristics that are important for a Resident Assistant to have. Please provide a rating for each characteristic according to what you have observed in the student. We understand that with new students, you have not been able to observe them as much, but please do the best you can. Please return reference form to Residence Life, Crawford Hall 134 or email to [reslife@morrisville.edu](mailto:reslife@morrisville.edu) by Monday April 1, 2019 at 4 p.m. **This form is best completed as a PDF on a computer.**

**1. Role Model** (actively models/promotes good scholarship and citizenship towards peer and faculty/staff).

**Rating:**

**Comments:**

**2. Interpersonal Skills** (shows ability to get acquainted with people; demonstrates awareness of others' needs and values, shows sensitivity to others; develops positive rapport; deals effectively with differences in opinion, status and culture)

**Rating:**

**Comments:**

**3. Judgment and Decision-Making** (identifies essential elements of a situation; solicits input from colleagues and faculty/staff/supervisor appropriately; exercises good judgment; maintains confidentiality on a need to know basis).

**Rating:**

**Comments:**

**4. Communication** (is an active listener; gives and receives feedback on an on-going basis; makes supervisor aware of pertinent information; utilizes voice mail and e-mail in an effective and timely fashion).

**Rating:**

**Comments:**

**5. Cultural Competency** (shows an appreciation for and seeks to explore differences; is able to stretch beyond comfort zone of difference; appropriately challenges and responds to incidents of harassment and intolerance; is open to explore other cultures and discuss issues of diversity).

**Rating:**

**Comments:**

**6. Team Player** (supports peers; comes to class/work/meetings on time and prepared to participate; provides constructive and positive feedback).

**Rating:**

**Comments:**

**7. Administration/Paperwork/Homework** (follows instructions; completes tasks/paperwork/homework in a timely and thorough manner; exercises good time management skills).

**Rating:**

**Comments:**