



# RESIDENCE LIFE STAFF REFERENCE for 2019-2020

Thank you for taking a few moments to refer this applicant for a student staff position in the Office of Residence Life at Monmouth College. These critical staff members advise fellow students, coordinate educational programs, help build a positive living environment and serve as a liaison to the College.

**Return to Office of Residence Life (Poling Hall, room 123) by 4:00pm, Thur., Jan. 31, 2019**

Applicants Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Your Name: \_\_\_\_\_ Your Phone: \_\_\_\_\_

Your Title: \_\_\_\_\_ Your E-mail: \_\_\_\_\_

Please grade the applicant on the following qualities	
<b>Intellectual Maturity.</b> Consider the degree to which the applicant grasps new ideas, has an understanding of new concepts and possesses an ability to express thoughts.	
<b>Initiative.</b> Does the candidate show an ability to approach new situations with ease and completes assignments on time?	
<b>Maturity.</b> Consider the degree to which the applicant has developed adult habits, with the ability to make independent decisions informed by a mature value system.	
<b>Personality.</b> Evaluate the applicant's personal manner, poise and ability to make a pleasant impression.	
<b>Responsibility and Investment.</b> To what degree is the applicant conscientious and dependable?	
<b>Sensitivity.</b> Evaluate the applicant's ability to be aware of the motives, intentions and feelings of the people he or she interacts with.	
<b>Empathy.</b> Consider how well the applicant is able to appropriately share the thoughts and emotions of the people he or she interacts with.	
<b>Genuineness.</b> How well does the applicant communicate sincere attitudes of trust, consistency and honesty?	
<b>Flexibility.</b> Evaluate how well the applicant can adjust his or her time and emotions to meet the needs of others and of changing situations.	
<b>Overall Evaluation.</b> Considering the applicant as a whole, evaluate how well you believe they would perform as a Residence Life staff member.	

### Grading Scale

- A Excellent
- B Above Average
- C Average
- D Below Average
- F Unsatisfactory

I recommend this applicant.

I do not recommend this applicant.

Signature of Evaluator

\_\_\_\_\_

**Additional Comments**

**Applications Due Thursday, January 31, 2019 at 4:00pm**

# HD/HR REFERENCE for 2019-2020

Thank you for taking a moment to evaluate your staff member. Your feedback is critical in the selection process of returning staff members. Please answer honestly and include any additional comments in the space below.

**Return to Office of Residence Life (Poling Hall, room 123) by 4:00pm, Thur., Jan. 31, 2019**

Applicants Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Phone: \_\_\_\_\_

Please rank the applicant on the following qualities	
<b>Resident Relationships.</b> Degree to which the applicant has formed relationships based on trust, respect and confidence with residents and built community on his/her floor.	
<b>Confrontation and Discipline.</b> Does the applicant consistently enforce college policies and confront situations before they escalate?	
<b>Maturity.</b> Consider the degree to which the applicant has developed adult habits, with the ability to make independent decisions informed by a mature value system.	
<b>Flexibility.</b> Is the applicant flexible in regards to duty scheduling, helping with disciplinary situations and making time for residents?	
<b>Responsibility.</b> To what degree is the applicant dependable and timely in completing all paperwork, programs and other tasks assigned to them?	
<b>Sensitivity.</b> Evaluate the applicant's ability to be aware of the motives, intentions and feelings of residents, including those from different cultures.	
<b>Team Player.</b> Does the applicant work well with others, contribute to meetings and step up when needed?	
<b>Investment.</b> Rate the applicant on their dedication and enthusiasm to the Residence Life position. Is it just a job to them or a leadership opportunity that allows them to make a difference?	
<b>Growth/Improvement.</b> Has the applicant improved in their role as a staff member based on previous evaluations and/or conversations?	
<b>Overall Evaluation.</b> Considering the applicant as a whole, evaluate how well you believe they would perform as a Residence Life staff member.	

## Ranking Scale

- 1 Excellent
- 2 Above Average
- 3 Below Average
- 4 Unsatisfactory

I recommend this applicant for HR or RA.

I recommend this applicant for RA ONLY (if applied for both)

I do not recommend this applicant.

Signature of Evaluator

\_\_\_\_\_

## Additional Comments

**Applications Due Thursday, January 31, 2019 at 4:00pm**