

# SMU-in-TAOS

## SMU-IN-TAOS RESIDENT ADVISOR REFERENCE FORM 2013

### APPLICANT AND FERPA INFORMATION

**Applicant Name:** \_\_\_\_\_

*The Family Education Rights and Privacy Act (FERPA) provides a student the right to inspect his/her educational records, including student employment records (i.e. references). The law also permits the student to waive his/her right to inspect the records.*

*The applicant designated on the Student Staff Application if he/she waived the right to inspect and review the references. Please confer with the applicant regarding his/her intention related to reviewing the references.*

### REFERENCE INFORMATION

The above named student has applied for a position as a Resident Advisor for SMU-in-Taos. Taos Resident Advisors are responsible for a wide array of responsibilities. These responsibilities consist of working with residents in a community setting and working with staff to help create community. Additional responsibilities include facility, administrative, and departmental support. Specific information about the positions can be found at <http://smu.edu/taos/>

Please complete the information below:

**Name:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
*Street/Box City State Zip*

**E-Mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**How long have you known the applicant?** \_\_\_\_\_

**In what capacity(ies) have you known the applicant?** \_\_\_\_\_

\_\_\_\_\_  
*Signature of Reference (if submitted electronically, please type your name)*

\_\_\_\_\_  
*Date*

**Please return the completed Reference Form to the applicant in a sealed, signed envelope.**

**Completed applications are due to the SMU-in-TAOS office by February, 28, 2013**

## EVALUATION OF APPLICANT

Please rate the applicant using the grid below by selecting the **single** most appropriate box. In selecting your ratings, keep in mind that the ratings will be used to compare the applicant to other highly capable students. Please be as realistic as possible, basing your decisions on specific examples and relevant information that would indicate potential success in the Taos Resident Advisor position. If you have no basis for a response to a specific area, please select the *No Basis for Judgment* box. **Please select only one rating for each category and provide additional comments about your rating and experiences with the applicant** (*Please limit each response to 150 words or less*).

|                                            | Below Average            | Average                  | Good                     | Excellent                | No Basis for Judgment    |
|--------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Administrative skills                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Attitude                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Communication skills                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Creativity                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Leadership ability                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Organizational skills                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Respect for others/commitment to diversity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Responsibility                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Teamwork                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Time management                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Willingness and ability to learn           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work ethic                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Comments:</b>                           |                          |                          |                          |                          |                          |

Based on your knowledge of the Taos Resident Advisor position, please indicate your overall recommendation for the applicant. Please provide any additional comments you feel are relevant to the recommendation (*Please limit response to 150 words or less*).

| Unacceptable<br><input type="checkbox"/> | Below Average<br><input type="checkbox"/> | Average<br><input type="checkbox"/> | Above Average<br><input type="checkbox"/> | Excellent<br><input type="checkbox"/> |
|------------------------------------------|-------------------------------------------|-------------------------------------|-------------------------------------------|---------------------------------------|
| <b>Comments:</b>                         |                                           |                                     |                                           |                                       |