



Office of Residence Life

Resident Assistant Reference Form

Dear Reference,

Thank you for taking time to help us learn a bit more about our Resident Assistant applicant! Please complete this Reference Form and submit it to the Student Development office no later than 4:00pm on Friday, March 16, 2018. To protect the confidentiality and privacy of the applicant and your reference, please do not return this completed reference form to the applicant. References should be turned in to the Student Development office in a sealed envelope. Please include the applicant's name on the front of the envelope. Late submissions will not be accepted. Applications without completed reference forms will be deemed incomplete and not be considered.

Choosing our new RAs is a task that we do not take lightly. The work of an RA is tremendously important to our campus and to our students' success. Thank you for being a part of this process!

Section I. Basic Information

Please provide the following information in the space provided below.

Applicant Name

Your Name

Contact Phone Number

Contact Email Address

How long have you known the applicant?

Relationship to applicant?

Using the scale of 1-5 below, how would you rate the applicant in the following areas?

1 = Poor 2 = Fair 3 = Average 4 = Good 5 = Excellent

Time Management \_\_\_\_\_

Stress Management \_\_\_\_\_

People Skills \_\_\_\_\_

Following Through \_\_\_\_\_

Taking Initiative \_\_\_\_\_

Conflict Resolution \_\_\_\_\_

Confronting Peers \_\_\_\_\_

Encouraging Others \_\_\_\_\_

Temperament \_\_\_\_\_

Organization Skills \_\_\_\_\_



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**Section II. Questions**

*Please answer the following questions by creating a new word document and typing your answers. Please print your answers and include them in the sealed envelope you submit to Student Development.*

1. How would the applicant be an asset to Emmanuel College as a Resident Assistant?
2. In what way have you seen the applicant exemplify Christ-like character in his or her daily life?
3. What do you see as the applicant's greatest strengths and abilities?
4. In what areas of the applicant's life do you see the need for growth?
5. In what capacity have you seen the applicant be a leader? What qualities do the applicant possess that make him or her a leader?
6. Is there anything else that you would like to share with us about the applicant that may be relevant to his or her RA application?

**If you are not local to Emmanuel, you may submit your completed reference one of the following ways:**

**Mail to:**

Emmanuel College  
Jon Campbell, Director of Residence Life  
PO Box 129  
Franklin Springs, GA 30639

**Scan and Email to:**

Jon Campbell, Director of Residence Life  
jcampbell@ec.edu

**Fax to:**

Emmanuel College Student Development  
Jon Campbell, Director of Residence Life  
(706) 245-2867

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Signature

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Date