To the Recommender: The person named below is applying for a position as a Resident Assistant in the Department of Residential Life. Student staff members serve an important role in the educational life at Binghamton. We are looking for students whose own collegiate experiences are a stimulating and important part of their lives; students who can share these interests and their enthusiasm while also acting as a resource for other students.

Candidates are selected based on characteristics including but not limited to:

- Flexibility
- Adaptability
- Critical Thinking
- Teamwork
- Ability to Work Under Pressure
- Community Development Skills
- Time Management Skills
- Ability to Perform Administrative Functions
- Professionalism
- Self-Awareness
- Ability to Take Feedback

A full list of responsibilities is listed in the performance program, available on the Residential Life website.

☐ I, the applicant, waive my right of access (as afforded under federal law) to the information provided on this form. (Confidential and not open to applicant’s inspection).

☐ I, the applicant, do not waive my right of access to the information provided on this form. (Candidate retains the right to inspection.)

IF ACCESS TO THIS FORM IS NOT INDICATED, THE FILE WILL BE CONSIDERED CONFIDENTIAL.

_______________________________________  ______________________________________
Applicant's Name (print)                 Applicant’s Signature

_______________________________________  ______________________________________
Reference Name                            Date

Thank you for your assistance. If you have any additional questions, please email RA Selection Chair, Kristen Hunsinger at khunsinger@binghamton.edu Please return this form and any attachments to the student in a sealed envelope with a signature over the seal.
Please describe your relationship with the candidate, including how you know them, and for how long you have known them.

Please comment on the candidate’s abilities in each area listed below, or indicate if you cannot comment. Give specific examples where appropriate.

☐ Please check this box if you are submitting a letter of support in lieu of completing the form. In your letter, please be sure to comment about each area listed below.

**INCLUSIVITY:**
(Sensitivity to others, awareness of differences including, but not limited to: global culture, religion, ethnicity, gender, and sexual orientation)

**COMMUNICATION SKILLS:**
(Ability to express one’s self, assertiveness, listening skills, tact, and resourcefulness)

**HELPING / REFERRAL SKILLS:**
(Ability to serve as a mediator, knowledge of campus resources, listening skills)

**LEADERSHIP QUALITIES / TEAM WORK:**
(Ability to motivate others, respect of peers, involvement, ability to work with others, personal initiative, related experience with groups)

**PROFESSIONAL SKILLS:**
(Flexibility, objectivity, dependability, approachability, maintains confidentiality, follow through)

**SELF-AWARENESS:**
(Personal goals, self-reliance/confidence, decisiveness, respect for others, good judgment, maturity level)

**TIME MANAGEMENT:**
(Organizational skills, ability to handle multiple tasks, timeliness)
OVERALL RECOMMENDATION:  Recommend  Do Not Recommend  No Basis for Recommendation*

*Please note, Recommend with Reservations is not an option.
No Basis for Recommendation is provided for those references who do not know the candidate well.

Please provide your rationale for recommendation:

Reference Name
Title and Department/Organization
Reference Signature
Telephone #
Date
Email

Please return this form to the Candidate in a sealed envelope with a signature over the seal.
This form will become the property of the Office of Residential Life and may not be used for any other job search.