

Resident Assistant/Community Resident Assistant Application
General Letter of Recommendation
#1 – work supervisor or non-Academic advisor reference

Applicant Instructions

- Request a recommendation from someone who knows you in a leadership or professional capacity. Your recommender may not be a family member or a student/peer regardless of position or relationship. **NOTE: You may not use the same person for more than one letter of recommendation.**
- Complete the applicant information section of the form, and sign and date the confidentiality statement. Your signature is **REQUIRED**.
- Prepare a stamped envelope addressed to: **RA/CRA Selection Committee, 1115 N 16th Street #202, Lincoln NE, 68588-0622.**
- Give both pages of this form to your recommender along with the envelope. He/she must complete the form, seal it in the envelope, sign his/her name across the seal, and return the recommendation to the candidate to have them submit it, or the recommender may mail the recommendation **directly** to the selection committee at the address listed above. **REFERENCES ARE DUE BY 5:00 p.m. ON FRIDAY, FEBRUARY 1, 2008.**

Applicant Information

Name _____ UNL ID # _____
 Last First Middle
 Applying for academic year 2008-2009 _____ OR Summer 2008 _____ OR BOTH _____

Confidentiality Statement (Applicant Signature Required)

I agree that all letters of recommendation may be maintained as confidential University records. Under the provision of the Family and Educational Rights Privacy Act:

___ I have **RETAINED** my right of access to this reference ___ I have **WAIVED** my right of access to this reference

Applicant Signature _____ Date _____

Recommender Instructions - - Please complete BOTH pages of the form & sign. Your signature is REQUIRED.

Thank you for your assistance with our Resident Assistant/Community Resident Assistant selection process. To offer a recommendation for your applicant, please do the following:

- Complete the form, including your name and your association with the applicant. If you mark the "Other" category for association, **please specify your exact relationship.** For example, you may be the director of a program where the applicant served as a volunteer.
- Respond to questions about the applicant's leadership experience and his/her qualifications over other applicants (on the second page of this form).
- If you would prefer to type your responses, or if you need more space, you may attach a separate sheet to the signed form. Please limit any attached response to a single page.
- Seal this form and recommendation in the envelope provided by the applicant, and sign your name across the seal of the envelope.
- You may return the sealed envelope containing your recommendation to the candidate so he/she can submit the materials to University Housing in-person, or you may mail the recommendation to the **RA/CRA Selection Committee, 1115 N 16th Street #202, Lincoln NE, 68588-0622.**
- If you choose to fax your form (FAX #: 402-472-7198) please call the Office of Residence Life at 402-472-3885 to verify that the recommendation was received in good condition. Unreadable faxes WILL NOT BE ACCEPTED.

Recommendation -- Must be mailed in a SEALED envelope with your signature across the seal.

Name of Recommender _____ How long have you known applicant? _____

What is your association with the applicant? (You may NOT be a family member, or fellow student or peer of the applicant)

___ Employer/Supervisor ___ Teacher/Professor ___ School Counselor ___ Coach ___ Other (Please specify) _____

Please **rate** the applicant on a scale of one to five in each area, with **five as the highest rating and one as the lowest.** **N/A indicates that you have no basis for making a judgment:**

<p>N/A 1 2 3 4 5 N/A 1 2 3 4 5 N/A 1 2 3 4 5</p> <p>Ability to work with others Cooperates as a team player Communicates effectively Willing to learn and receive direction</p> <p>Leadership and administrative ability Motivates others positively Handles sensitive/difficult situations appropriately Finds creative solutions to problems quickly</p> <p>Initiative and motivation Takes initiative to do more than asked Works well without constant supervision</p>	<p>N/A 1 2 3 4 5 N/A 1 2 3 4 5 N/A 1 2 3 4 5</p> <p>Emotional stability and maturity Receives direction and counsel maturely Handles prolonged stress and high energy situations appropriately Adapts well to new situations/environments</p> <p>Time management Prioritizes responsibilities/assignments effectively Organizes time productively</p> <p>Values Judgment Honesty</p>
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