University of Nebraska Lincoln | University Housing

Resident Assistant/Community Resident Assistant Application
General Letter of Recommendation
#2 – RA/CRA, Greek house representative, or, for off-campus applicants, a 2nd #1 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. Or, **completed recommendations may be faxed to: 402-472-7198.**

Applicant Information (applying for Spring Semester 2010)

Name_____UNL ID # _____
Last First Middle

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 or must be faxed directly to 402-472-7198.

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**:

Ability to work with others
N/A 1 2 3 4 5 Cooperates as a team player
N/A 1 2 3 4 5 Communicates effectively
N/A 1 2 3 4 5 Willing to learn and receive direction

Leadership and administrative ability
N/A 1 2 3 4 5 Motivates others positively
N/A 1 2 3 4 5 Handles sensitive/difficult situations appropriately
N/A 1 2 3 4 5 Finds creative solutions to problems quickly

Initiative and motivation
N/A 1 2 3 4 5 Takes initiative to do more than asked
N/A 1 2 3 4 5 Works well without constant supervision

Emotional stability and maturity
N/A 1 2 3 4 5 Receives direction and counsel maturely
N/A 1 2 3 4 5 Handles prolonged stress and high energy situations appropriately
N/A 1 2 3 4 5 Adapts well to new situations/environments

Time management
N/A 1 2 3 4 5 Prioritizes responsibilities/assignments effectively
N/A 1 2 3 4 5 Organizes time productively

Values
N/A 1 2 3 4 5 Judgment
N/A 1 2 3 4 5 Honesty

Response Questions— You may use the space provided or attach a separate sheet. Please limit any attached response to a **single page**.

1) The Resident Assistant/Community Resident Assistant position requires a great deal of selflessness and dedication. Please describe the applicant's level of involvement in service or leadership activities. What has distinguished his or her participation in these areas? What motivated the applicant to serve?

2) Because of the limited number of resident/community resident assistant positions available, only a few of the qualified applicants will be offered a position. In your opinion, why should this applicant be selected over other applicants with similar qualifications?

Would you want this applicant to be your child's Resident Assistant/Community Resident Assistant? _____Yes _____No

RECOMMENDER SIGNATURE IS REQUIRED:

Signature of Recommender _____Date_____

Address_____Telephone_____

(Please provide this information so that we may contact you if we need clarification. Thank you.)