PERSONAL REFERENCE
OFFICE OF RESIDENCE LIFE AND HOUSING
EAST STROUDSBURG UNIVERSITY OF PENNSYLVANIA

The Resident Advisor at East Stroudsburg University is responsible for communicating information, enforcing regulations, providing peer advice and designing and implementing programs. He or she is an important link between the University and the residents. The Resident Advisor’s primary responsibilities are to communicate to the residents clearly and objectively the policies and procedures of the University, and to enforce these policies when violations occur. Inherent in this charge is the responsibility to act as a role model for other residents and to live a lifestyle congruent with the job responsibilities.

(TO BE COMPLETED BY THE CANDIDATE)
Candidate’s name__________________________________________________________

I request that _________________________________ complete this form as a reference.

Under the provision of the Family Educational Rights and Privacy Act:
I have retained my right to access this reference: _________
I have waived my right to access this reference: _________

Date _________________ Candidate’s signature _____________________________

(TO BE COMPLETED BY THE EVALUATOR)
1. Please indicate how well you know this candidate and in what capacity.

2. The Rating Process: By virtue of your relationship with the candidate, you may be able to supply important information, which we might not obtain from the application materials or from the interviewing process. Please make an honest appraisal of this person. Rate each characteristic by checking the response which most accurately describes the applicant.

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<thead>
<tr>
<th>A. Personal Qualities</th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Unable to Observe</th>
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### B. Job Related Abilities

<table>
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<tr>
<th>Ability</th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Unable to Observe</th>
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<tbody>
<tr>
<td>Trustworthy</td>
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<td>Respectful</td>
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<td>Works well w/ others</td>
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<td>Pride in work</td>
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<td>Communicates well</td>
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<td>Confident</td>
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<td>Prompt</td>
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<td>Assertive</td>
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<td>Demonstrates Leadership</td>
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</table>

3. Based upon your knowledge of the candidate and your knowledge of the Resident Advisor position, please comment on the following areas:

   A. The candidate’s strengths:

   B. The candidate’s weaknesses:

4. How would you recommend this individual for a Resident Advisor position?
   - Strongly recommend _____
   - Recommend _____
   - Recommend with reservations _____
   - Would not recommend _____

Please explain/ Additional comments:

Signature ____________________________________________ Date ________________________

Name (please print) __________________________ Position ______________________

E-mail __________________________________________ Phone _______________________

PLEASE RETURN THIS COMPLETED REFERENCE TO: KELLY WEABER
OFFICE OF RESIDENCE LIFE AND HOUSING- ESU
200 PROSPECT ST.
EAST STROUDSBURG, PA 18301
or FAX: 570-422-3952
or EMAIL: kweaber@esu.edu